

Cisco MeetingPlace Express 1.1

Cisco® MeetingPlace® Express is an integrated voice and Web conferencing solution that helps midsize organizations realize the cost savings and productivity benefits of deploying conferencing with Cisco CallManager. Part of the Cisco Systems® IP Communications solution, Cisco MeetingPlace Express provides simple, powerful conferencing functions that are easy to deploy and manage (Figure 1).

Figure 1. Cisco MeetingPlace Express Helps Users Make the Most of Their Meeting Time



IMPROVED PRODUCTIVITY, ACCELERATED BUSINESS

Cisco MeetingPlace Express promotes communication and collaboration by helping people meet from any place at any time with anyone. Organizations can expand their market reach, improve operational effectiveness, and speed decisions by integrating virtual meetings into everyday communications. With just a phone and a Web browser, users can collaborate with coworkers, demonstrate products and services to customers, and deliver compelling presentations. Cisco MeetingPlace Express also makes virtual meetings more productive by integrating meeting management and control capabilities directly into Web and Cisco IP Phone interfaces.

COST SAVINGS AND SECURITY

Deployed on an organization's converged IP network, Cisco MeetingPlace Express can reduce costs by virtually eliminating conferencing telephony and service fees paid to service providers. And Cisco MeetingPlace Express helps secure meetings using Secure Sockets Layer (SSL) encryption, behind-the-firewall deployment, and multiple meeting security options.

EASY DEPLOYMENT AND MANAGEMENT

Cisco MeetingPlace Express is a software solution, installed on a single server that supports industry-standard protocols—H.323 and Session Initiation Protocol (SIP)—to ensure connectivity with a range of telephony systems, including Cisco CallManager and Cisco CallManager Express. Cisco MeetingPlace Express also integrates with the Cisco CallManager directory to simplify profile management by automating user authentication and profile setup. Web-based administration capabilities include report generation, conference monitoring, diagnostics, and interface configuration.

KEY FEATURES AND BENEFITS

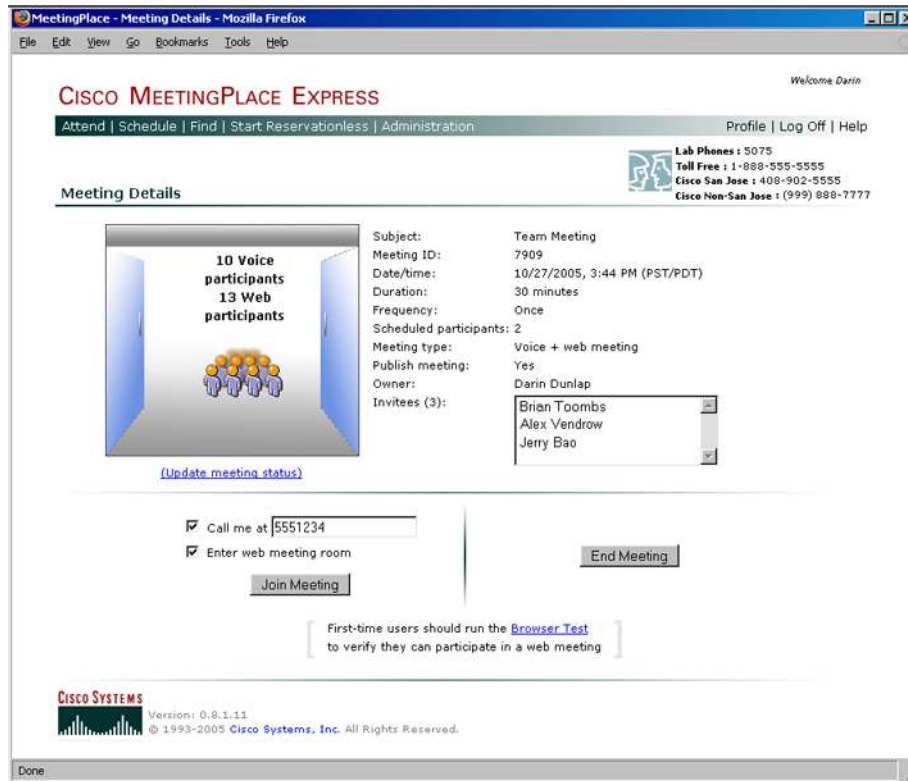
Simple Conference Setup and Attendance

Cisco MeetingPlace Express includes Web, Cisco IP Phone, and touchtone phone interfaces for setting up and attending meetings. In a single step, meeting organizers can initiate an immediate (reservationless) voice and Web conference from any of these interfaces (Figure 2, Web example). The reservationless meeting feature gives users unique meeting IDs that they can use to initiate meetings at any time. Future meetings—individual or recurring—can be scheduled from the Web interface. When meetings are scheduled, e-mail notifications with meeting information and a click-to-attend link are automatically sent to invitees. Users can see how many participants are already in a meeting before attending it, just like looking through a conference room window. One click allows the user to attend both the voice and Web conference (Figure 3).

Figure 2. Easily Start a Reservationless Voice and Web Conference from a Web Browser



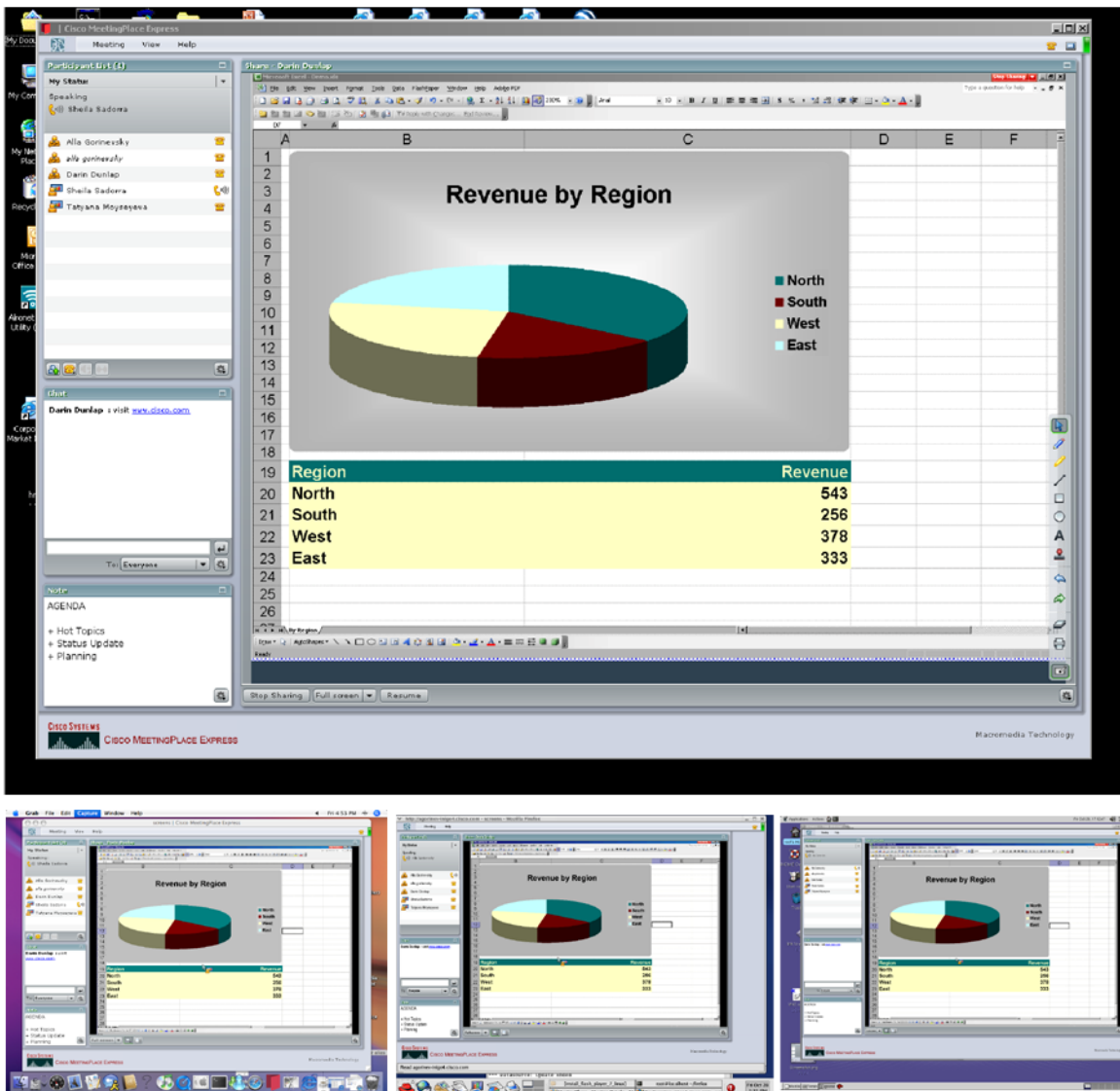
Figure 3. Attending from the Cisco MeetingPlace Express Meeting Details Page



Advanced Voice and Web Conferencing

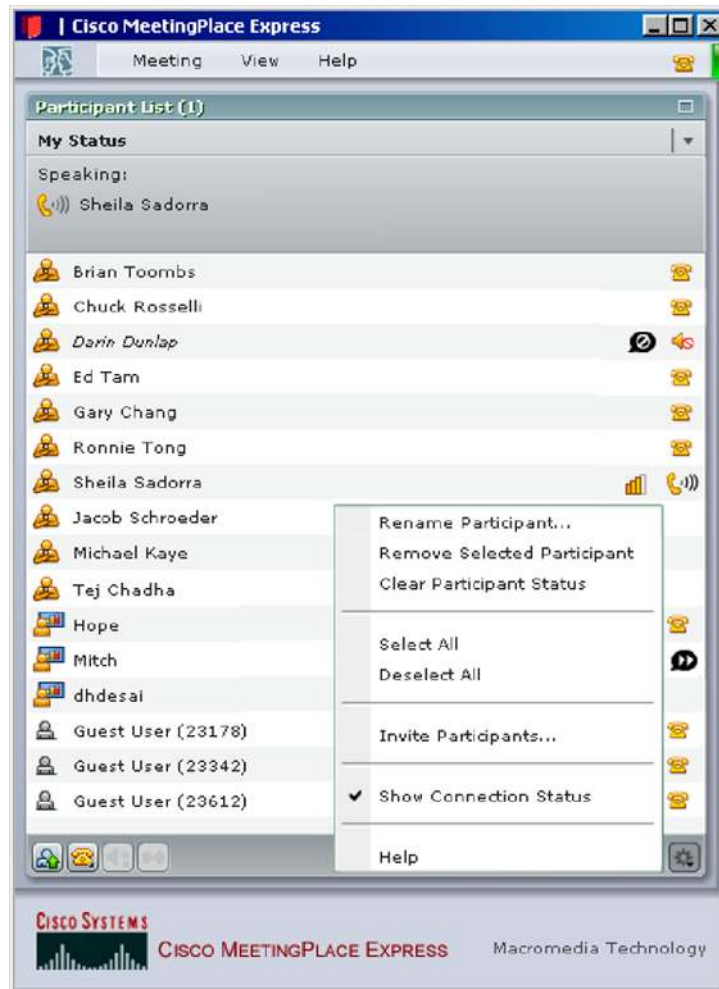
Cisco MeetingPlace Express tightly integrates voice and Web conferencing capabilities, making it well suited for interactive meetings and presentations. Macromedia Flash-based Web conferencing helps ensure rapid and reliable meeting entry, and the interface is streamlined for meeting management and simple screen sharing of applications or the entire desktop. Shared content scales to any screen resolution so the content being shared always fits into your Web meeting room window. The full-screen mode lets you maximize your view of the content. Whether on the Windows, Mac, Linux or Solaris platform, users can easily participate in Web conferences and experience a consistent interface. (Figure 4).

Figure 4. Cisco MeetingPlace Express Offers Users a Consistent Web Conferencing Interface Across Platforms



Cisco MeetingPlace Express provides innovative meeting management functions that facilitate more productive meetings. From the Web interface, users can mute and unmute themselves, see who is in the meeting and how they are participating (voice or Web), see who is speaking, and see who is sharing content. Users with the appropriate permission level can mute other attendees, control attendee sharing permission levels, and bring others into the meeting by dialing out or sending e-mail invitations (Figure 5).

Figure 5. Cisco MeetingPlace Express Participant List and Meeting Controls



Cisco also introduces a Cisco IP Phone interface that shows who is in a meeting and who is speaking. Attendees can also mute and unmute themselves, control recording, and access many more features from the Cisco IP Phone interface or any touchtone telephone (Figure 6).

Figure 6. Cisco IP Phone for Cisco MeetingPlace Express



PRODUCT ARCHITECTURE

Cisco MeetingPlace Express is a software solution for voice and Web conferencing that runs on a single Cisco Media Convergence Server using a Linux-based operating system. Its design includes the following capabilities:

- **Telephony Integration**—Standards H.323, SIP, and G.711 are supported for telephony integration with Cisco CallManager, Cisco CallManager Express, and other standards-based call-control systems. In Cisco CallManager environments, advanced conferencing capabilities are exposed on supported IP phones (such as the Cisco IP Phone 7940) through an Extensible Markup Language (XML) application.
- **Web Conferencing Access**—Web conferencing access is available from Windows, Mac OS, Linux, and Solaris using standard browsers (such as Internet Explorer, Safari, Firefox) and the Macromedia Flash Player. Encrypted access is supported through HTTPS and SSL.
- **Directory Integration**—Facilitate user profile setup and authentication through Lightweight Directory Access Protocol (LDAP) directory integration with Cisco CallManager, or with Cisco CallManager using other standard directories (such as Microsoft Active Directory).
- **E-mail Integration**—E-mail notifications are enabled in e-mail environments supporting Simple Mail Transfer Protocol (SMTP).
- **Network Management**—Monitoring and alarming are supported through the Simple Network Management Protocol (SNMP).

Cisco MeetingPlace Express can be deployed in numerous ways, including the following:

- **On the Internal Network**—This model typically provides for voice conferencing access from internal and external phones (using voice gateways), with Web conferencing access limited to those with access to the internal network.
- **On the Network Edge**—This model typically uses a demilitarized zone (DMZ) and provides for voice conferencing access from internal and external phones (using voice gateways), with Web conferencing access available to those with access to the internal network or the Internet.

PRODUCT SPECIFICATIONS

Table 1 provides specifications of Cisco MeetingPlace Express.

Table 1. Product Specifications

Feature	Description
Hardware Compatibility	<p>Cisco Media Convergence Servers</p> <ul style="list-style-type: none"> • Voice and Web conferencing: MCS-7825-H1-RC1, MCS-7825-I1-RC1, MCS-7835-H1-RC1, and MCS-7835-I1-RC1 • Voice conferencing with Lite Meeting Room only: MCS-7825H-3.0-IPC1, MCS-7825I-3.0-IPC1, MCS-7835H-3.0-IPC1, and MCS-7835I-3.0-IPC1 <p>Plus exact equivalent third-party servers (for information visit http://www.cisco.com/go/swonly; DVD drive required) □</p>
Software Compatibility—Server	Cisco Linux-based operating system (included with system software orders)
Software Compatibility—Client	<p>Microsoft Windows</p> <ul style="list-style-type: none"> • Operating System: Windows 2000 Pro (SP2 or later), Windows 2000 Server Edition (SP2 or later), Windows 2000 Advanced Server (SP2 or later), or Windows XP (SP1 or later) • Browser: Internet Explorer 5.5 or later; Netscape 7.1 or later; Mozilla 1.6 or later; or Firefox 1.0.3 or later • Flash Player: 6.0.79 or later <p>Apple Macintosh</p> <ul style="list-style-type: none"> • Operating System: Mac OS 9.2* or Mac OS 10.2 or later • Browser: Safari 1.1 or later; Netscape 7.1 or later; Mozilla 1.2.1* or 1.6 or later; or Firefox 1.0.3 or later • Flash Player: 6.0.79 or later <p>Linux**</p> <ul style="list-style-type: none"> • Operating System: Red Hat 9 or Red Hat Enterprise Linux 3 or later • Browser: Netscape 7.1 or later; Mozilla 1.4 or 1.6 or later; or Firefox 1.0.3 or later • Flash Player: 7.0 or later <p>Sun Solaris**</p> <ul style="list-style-type: none"> • Operating System: Solaris 9 or Solaris 10 • Browser: Netscape 7.1; Mozilla 1.4 or 1.7 or later; or Firefox 1.0.3 or later • Flash Player: 7.0 or later
Protocols	<ul style="list-style-type: none"> • H.323 v4 • SIP, RFC 3261 • G.711 • Real-Time Transport Protocol/Real-Time Control Protocol (RTP/RTCP; RFC 3550) • RFC 2833 (RTP Payload for Dual Tone Multifrequency [DTMF] Digits) • Session Description Protocol (SDP; RFC 2327) • IPv4 • Lightweight Directory Access Protocol Version 3 (LDAPv3) • Simple Mail Transfer Protocol (SMTP; RFC 2821) • Simple Network Management Protocol (SNMP) versions 1, 2c, and 3

Feature	Description
	<ul style="list-style-type: none"> • HTTPv1.1 • Secure Sockets Layer (SSL) versions 2 and 3 (optional; customer provides certificates obtained from a broadly trusted certificate authority) • Network Time Protocol (NTP) versions 3 and 4
MIBS	MIB-2, SYSAPPL-MIB, CISCO-CDP-MIB, and CISCO-LATITUDE-MIB
Network Connectivity and Bandwidth	<p>Server: Two 100-Mbps or faster Ethernet connections</p> <p>Client</p> <ul style="list-style-type: none"> • Phone: G.711 requires at least 84 kbps of available bandwidth in each direction; less bandwidth is required to the phone if transcoding a compressed codec (such as G.729) to G.711 • Web conference: at least a 56-kbps modem connection or faster***

* On Mac OS 9.2, Mozilla 1.2.1 is the only supported browser. Sharing a screen from Mac OS 9.2 is not available.

** Sharing a screen from this platform is not available. Viewing and annotating on screens shared from other platforms is available.

*** Modem users should not be simultaneously using other applications that compete for available bandwidth.

SYSTEM CAPACITY

Cisco MeetingPlace Express can support a variety of combinations of voice and Web conferencing capacity, as well as varying amounts of recording capacity (Table 2). The maximum meeting size is 120 concurrent users of voice conferencing and 120 concurrent users of Web conferencing. The system supports N/2 meetings, where N is the capacity of the system.

Table 2. System Capacity

Platform Part Number	Voice Conferencing Capacity	Web Conferencing Capacity	Recording Capacity
MCS-7835-H1-RC1, MCS-7835-I1-RC1	20 to 120 concurrent users*	6 to 120 concurrent users	2000 hours of voice recordings**
MCS-7825-H1-RC1, MCS-7825-I1-RC1	20 to 40 concurrent users*	6 to 40 concurrent users	2000 hours of voice recordings**
MCS-7835H-3.0-IPC1, MCS-7835I-3.0-IPC1	20 to 120 concurrent users*	6 concurrent users	150 hours of voice recordings***
MCS-7825H-3.0-IPC1, MCS-7825I-3.0-IPC1	20 to 40 concurrent users*	6 concurrent users	150 hours of voice recordings***

* Includes support for the noted number of concurrent users of the lite Web meeting room (for example, participant list and telephony controls)

** For 72-GB hard drive system

*** For 36-GB hard drive system

FEATURES

Voice Conferencing

Voice conferencing features of Cisco MeetingPlace Express include:

- Real-time mixing of up to three simultaneous speakers
- Adjustable input volume (gain) of each participant
- Entry and exit notification: beep plus name, beep, or silent
- Breakout sessions (up to nine simultaneously per meeting)
- Automatic meeting extension (capacity and configuration allowing)

- End-of-meeting warning

Meeting Management

Cisco MeetingPlace Express includes the following interfaces that expose a variety of flexible meeting management capabilities.

- **Touchtone Phone**—A voice prompt interface that allows users to specify commands and responses using the telephone keypad
- **Web Meeting Room**—A Web browser interface that provides meeting management capabilities from a computer; systems with Web conferencing have additional capabilities noted later in the Web Conferencing section
- **IP Phone Application**—An XML application that provides visual meeting management capabilities on supported Cisco IP phones

To facilitate meeting access and efficiency, the meeting information given in Table 3 is available to users during a meeting.

Table 3. Meeting Information

Meeting Information	Available from ...		
	Touchtone Phone	Web	IP Phone Application
Dial-In Number(s)		X	X
Meeting ID		X	X
Voice Participants	X	X	X
Web Participants		X	X
Participant Count	X*	X	
Who is Speaking	X	X	X
Who is Sharing**		X	
Web Permissions		X	
Web Connection Status		X	
User Status (For Example, Raise Hand)		X	
Recording Status	X	X	X

* Voice participants

** Requires Web conferencing licenses

Numerous meeting management capabilities (Table 4) are available from a variety of interfaces to facilitate managing one's own session, others' sessions, and entire meetings.

Table 4. Meeting Management

Meeting Management Capability	Acts on ...				Available from ...		
	Self	Others	Voice Meeting	Web Meeting	Touchtone Phone	Web	IP Phone Application
Dial Out to Oneself	X		X			X	X
Dial Out to Others		X	X		X	X	
Invite Through E-Mail		X				X	
Mute Oneself	X		X		X	X	X
Mute Others	X	X	X			X	X
Adjust Volume	X	X	X			X	
Record Meeting	X	X	X		X	X	X
Full Screen View of Meeting Room	X			X		X	
Maximize and Restore Pod	X	X		X		X	
Change Announcements	X	X	X				X
Merge Participant List Entries	X	X		X		X	
Rename Participants	X	X		X		X	
Change Web Permissions	X	X		X		X	
Change User Status (For Example, Raise Hand)	X			X		X	
Clear User Status	X	X		X		X	
Change Connection Speed	X			X		X	
Optimize Room Speed	X	X		X		X	
Change Room Screen Resolution	X	X		X		X	
View What Other Permission Levels See	X			X		X	
Lock Meeting	X	X	X	X	X	X	X
Screened Entry to Locked Meeting	X	X	X	X	X	X	
Eject Users	X	X	X	X	X	X	X
End Meeting	X	X	X	X		X	

Web Conferencing

Cisco MeetingPlace Express has many valuable features for Web conferencing:

- **Easy Access**—Users easily access meetings from a variety of platforms using Web browsers and the broadly installed Flash Player.
- **Firewall Friendly**—HTTP/HTTPS tunneling technology allows users behind firewalls to participate in Web conferences.
- **Connection Speed Optimization**—Cisco MeetingPlace Express optimizes the Web conference performance to available bandwidth based on the user's selected connection speed.
- **Screen Sharing**—Real-time screen sharing allows users to show others applications, windows, or their entire desktop. A variety of sharing controls are available from the meeting room, the operating system, and the shared applications or windows.
- **Flexible Viewing Options**—Shared content can be viewed in a variety of ways to best suit the user.
 - **Scaled View:** Users see a view of the shared content that scales to fit the space available.
 - **Scrolled View:** Users see a full-size view of the shared content that may require scrolling to see the entire shared screen.
 - **Meeting Room View:** Users see the shared content in addition to the other pods. Either the scaled or scrolled view can be used.
 - **Full Screen View:** Users see only the shared content on their screens. Controls are available to select whether the full screen view is effective for everyone or individuals, as well as if users can toggle full screen themselves.
- **Annotations**—Users can collaborate over shared screens using markup tools such as a pencil, marker, line, rectangle, ellipse, text, and stamper. A variety of options are available to print and edit annotations, including undo, redo, change color, change size, move, and delete.
- **Chat**—Users can send text messages to each other privately, to presenters, or to everyone. Options are available to control text size, select who can chat, determine if one sees chat notifications when the chat tool is not available, and clear the chat history.
- **Notes**—Users can use the note tool to type up a meeting agenda, track action items, or do anything else that requires text be made visible to all in the meeting. Options are available for text size, text alignment, and creating and accessing multiple notes.

Meeting Setup and Attendance

Tasks related to meeting setup and attendance are well served by Cisco MeetingPlace Express:

- **Integrated Voice and Web Conference Setup**—Users can quickly and easily schedule and reschedule integrated voice and Web meetings in a single step from a variety of Web browsers.
- **Meeting Types**—Cisco MeetingPlace Express supports the following meeting types:
 - **Scheduled:** Users can reserve meeting resources in advance using a Web scheduling interface. Delegates of a user can schedule meetings on one's behalf.
 - **Recurring:** This type of scheduled meeting occurs at regular intervals (for example, weekly on Mondays for 4 weeks).
 - **Continuous:** This type of scheduled meeting is always available; it is commonly used for crisis management.
 - **Reservationless:** Users can hold meetings using a personal meeting ID without the need for advance scheduling. Reservationless meetings can be initiated from a touchtone phone, the Web, or the IP phone application.
- **E-mail Invitations**—Using standard SMTP e-mail, invitations can be sent to meeting invitees in either HTML or text format, and the content is highly customizable.
- **Flexible Attendance Options**—Users have numerous options available when attending meetings:
 - **Dial In:** Users can dial directly into the voice meeting using the dial-in number and meeting ID.
 - **Click-to-Attend Link:** Users can click a URL that will take them to a Web page providing an option to attend the voice and Web meetings simultaneously.
 - **Join from Web:** Users can go to the system URL and either find the meeting or specify the meeting ID to reach a Web page providing options to dial out to a specified phone and join the Web meeting.

- **Dial Out from IP Phone Application:** Users with supported Cisco IP phones can find the meeting or specify the meeting ID to have the system call their IP phone.
- **Find Me:** Users can specify a series of phone numbers that the system will call when a meeting starts that they are associated with by user profile.

Administration

Meeting administrators have a rich tool set in Cisco MeetingPlace Express:

- **Web Administration Center**—A Web interface provides system administration capabilities for user management, system configuration, maintenance, reporting, monitoring, and interface configuration.
- **User Provisioning**—User profile creation can be handled in the following ways:
 - **Automated Profile Creation:** Directory integration (for example, with Cisco CallManager) automates profile creation by establishing an account on Cisco MeetingPlace Express the first time a user successfully authenticates using credentials accepted by the integrated directory.
 - **Profile Import:** User profiles can be batch imported into the system.
 - **Manual Profile Creation:** Using the Web administration interface, profiles can be manually added to the system.
- **Group Management**—Groups can be created and associated with user profiles to facilitate administration of similar user types.
- **System Configuration and Maintenance**—Numerous parameters and options are available to configure and maintain the system:
 - **Usage Configuration:** Twelve- or 24-hour time, attendant dial out, language configuration, minimum password lengths, password expiration, alarm dial out, guest dial out, directory integration parameters, and system phone numbers and labels
 - **Meeting Configuration:** Capacity management, overbooking, maximum and default meeting sizes, maximum and default meeting lengths, meeting ID guard times, meeting extension, meeting warnings, minimum meeting password length, advance scheduling limit, meeting and recording purging, minimum meeting ID length, vanity meeting IDs, and reservationless parameters
 - **Call Configuration:** H.323, SIP, dial out, direct meeting dial in, and IP voice parameters
 - **E-mail Configuration:** SMTP servers and e-mail templates
 - **SNMP Settings:** Community strings and notification destinations
 - **Licensing:** Install and view licenses
 - **Backup:** Backup and archive, local and remote configuration, and e-mail notification
 - **E-mail Blast:** E-mail sent to a group or all users with a message regarding the system
 - **Import Information:** Import settings for groups and meetings (such as batch updates), as well as transfer meetings from Cisco Conference Connection
 - **SSL Certificate Management:** Install, enable, and manage SSL certificates
- **Reporting and Monitoring**—Numerous predefined reports, data exports, and monitoring and alarm tools are provided:
 - **Meeting Cancellation Report:** Details about cancelled meetings
 - **Billing Report:** Minutes of voice and Web conferencing that can be billed by billing code
 - **Usage Report:** Capacity usage report comparing scheduled versus used resources
 - **Disk Usage Report:** Details about hard disk usage and available space
 - **Data Export:** Export data for external analysis and reporting, including information about user profiles, groups, meeting details, dial-out activity, meeting participants, participants attending and exiting meetings, and scheduling failures
 - **E-mail Queue Status Report:** Tool to monitor and manage e-mail notifications in queue
 - **Mixer Status Report:** Statistics regarding performance of the voice mixer
 - **In-session Monitoring:** Tool to monitor active meetings
 - **System Logs:** A variety of system logs for monitoring and troubleshooting
 - **Alarms:** View and export system alarms
 - **System Status:** View a snapshot of system status for monitoring and troubleshooting

- **Interface Configuration**—Interface configuration for voice prompts and a select set of Web pages:
 - **Voice Prompts:** Install custom voice prompts that are played on the phone
 - **Custom Logo:** Add a company or other logo to Web pages
 - **Schedule Meeting Page:** Configure fields that are available to users on the scheduling page
 - **User Profile Page:** Configure fields that are available to users on the user profile page
- **Multilanguage Support for Voice Prompts**—English (United States), English (United Kingdom), French (France), French (Canada), German
- **Multilanguage Support for Web Interfaces**—English (United States), French (France), German

Security

Cisco MeetingPlace Express has the following security features:

- **Dedicated On-Net System**—The dedicated Cisco MeetingPlace Express system is integrated with the organization’s private network. Maximum security can be provided by deploying the system such that only those on the private network can access meetings.
- **Access Authentication**—In addition to using the option of a meeting password, meeting organizers can require that participants authenticate themselves using individual logins to attend a meeting and to access the associated recording. Further, Cisco MeetingPlace Express automatically can block out users after multiple failed login attempts.
- **Integrated Authentication**—Cisco MeetingPlace Express integrates with corporate directories (such as Cisco CallManager) to make authentication consistent across systems.
- **Encryption**—Cisco MeetingPlace Express supports encrypted Web pages and Web conferencing traffic using SSL. User passwords are encrypted in the database using a one-way hash.
- **In-Session Meeting Controls**—Meeting owners can change Web conferencing permissions, specify announced entry and departure, require passwords, lock the meeting, and eject unwanted attendees.

SYSTEM REQUIREMENTS

Table 5 gives system requirements of Cisco MeetingPlace Express.

Table 5. System Requirements

Feature	Description
Call Control System	<ul style="list-style-type: none"> • Cisco CallManager 3.3 or later • Cisco CallManager Express 3.3 or later • Cisco SIP Proxy Server Version 2.11 or later • Standard-based H.323 or SIP call-control systems
Quality of Service	<ul style="list-style-type: none"> • Network enabled with Differentiated Services (DiffServ; RFCs 2474 and 2475) QoS for voice traffic
Directory	<ul style="list-style-type: none"> • Cisco CallManager 3.3 or later • Cisco CallManager 3.3 or later using Microsoft Active Directory 2000 or later • Cisco CallManager 3.3 or later using SunONE Directory Server 5.2 • Cisco CallManager 3.3 or later using Netscape Directory Server 4.x
IP Phones Supporting the XML Application	• Cisco IP Phone 7940 models
	• Cisco IP Phone 7960 models
	• Cisco IP Phone 7970 models
	• Cisco IP Communicator 1.1(5) or later

ORDERING INFORMATION

To place an order, contact your local Cisco representative, visit the ordering home page on the Cisco Website, or refer to Table 6.

Table 6. Ordering Information

Product Name	Part Number
Cisco MeetingPlace Express 1.1 Small Bundle, 20V, 6W CUL (~200 seats)	MPE-1.1-SMALL
Cisco MeetingPlace Express Small Package Upgrade, 1V CUL (~20 seats)	MPE-SMALL-1V
Cisco MeetingPlace Express 1.1 Medium Bundle, 25V, 6W CUL (~300 seats)	MPE-1.1-MED
Cisco MeetingPlace Express Medium Package Upgrade, 1V CUL (~20 seats)	MPE-MED-1V
Cisco MeetingPlace Express Web License, 1 CUL (~20 seats)	MPE-PLUS1-W
Cisco MeetingPlace Express Language License, 2 or more languages	MPE-LANG(=)
Cisco MeetingPlace Express Voice License Pack Upgrade, 10 CUL (~200 seats)	MPE-PLUS10-V-UPG=
Cisco MeetingPlace Express Voice License Pack Upgrade, 40 CUL (~800 seats)	MPE-PLUS40-V-UPG=
Cisco MeetingPlace Express Voice License Pack Upgrade, 80 CUL (~1600 seats)	MPE-PLUS80-V-UPG=
Cisco MeetingPlace Express Web License Pack, 10 CUL (~200 seats)	MPE-PLUS10-W=

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FOR MORE INFORMATION

For more information about Cisco MeetingPlace Express, visit <http://www.cisco.com/en/US/products/ps6533/index.html> or contact your local Cisco account representative.

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