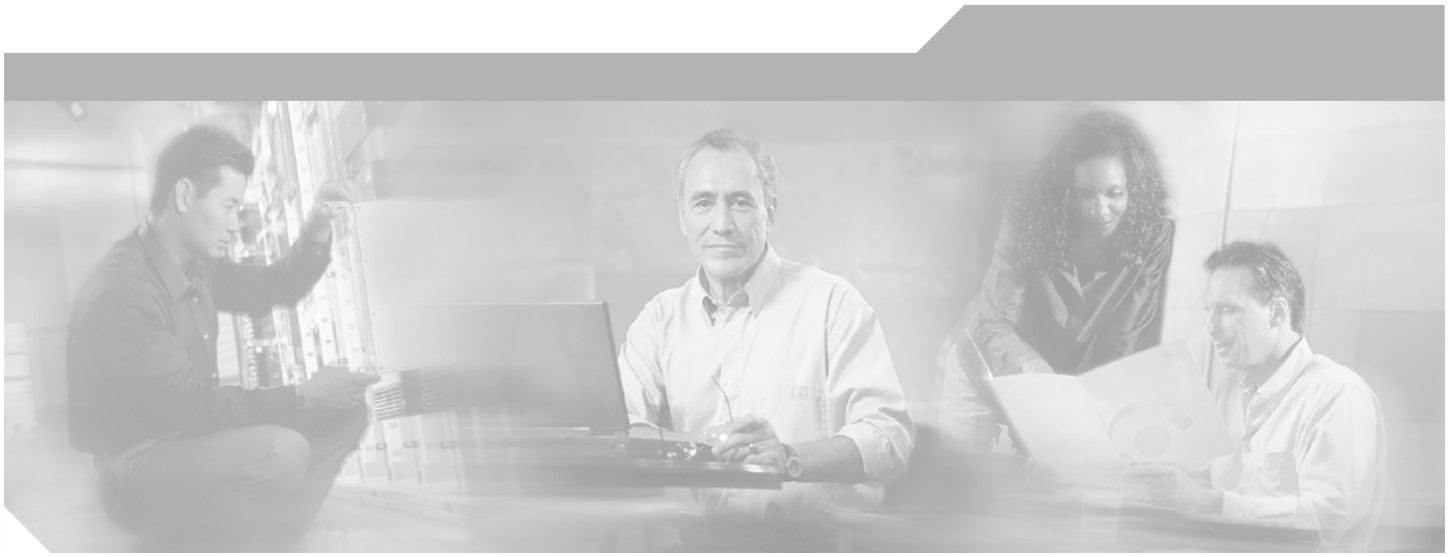

Cisco MeetingPlace Audio Server 5.2 (for Cisco MeetingPlace 8100 series)

Installation Planning Guide

Release 5.2.0
February 27, 2004

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Customer Order Number:
Text Part Number: 78-16402-01

Important Safety Instructions

Warning **IMPORTANT SAFETY INSTRUCTIONS**

This warning symbol means danger. You are in a situation that could cause bodily injury. Before you work on any equipment, be aware of the hazards involved with electrical circuitry and be familiar with standard practices for preventing accidents. Use the statement number provided at the end of each warning to locate its translation in the translated safety warnings that accompanied this device. Statement 1071

SAVE THESE INSTRUCTIONS

Waarschuwing **BELANGRIJKE VEILIGHEIDSINSTRUCTIES**

Dit waarschuwingssymbool betekent gevaar. U verkeert in een situatie die lichamelijk letsel kan veroorzaken. Voordat u aan enige apparatuur gaat werken, dient u zich bewust te zijn van de bij elektrische schakelingen betrokken risico's en dient u op de hoogte te zijn van de standaard praktijken om ongelukken te voorkomen. Gebruik het nummer van de verklaring onderaan de waarschuwing als u een vertaling van de waarschuwing die bij het apparaat wordt geleverd, wilt raadplegen.

BEWAAR DEZE INSTRUCTIES

Varoitus **TÄRKEITÄ TURVALLISUUSOHJEITA**

Tämä varoitusmerkki merkitsee vaaraa. Tilanne voi aiheuttaa ruumiillisia vammoja. Ennen kuin käsittelet laitteistoa, huomioi sähköpiirien käsittelemiseen liittyvät riskit ja tutustu onnettomuuksien yleisiin ehkäisytapoihin. Turvallisuusvaroitusten käännökset löytyvät laitteen mukana toimitettujen käännettyjen turvallisuusvaroitusten joukosta varoitusten lopussa näkyvien lausuntonumeroiden avulla.

SÄILYTÄ NÄMÄ OHJEET

Attention **IMPORTANTES INFORMATIONS DE SÉCURITÉ**

Ce symbole d'avertissement indique un danger. Vous vous trouvez dans une situation pouvant entraîner des blessures ou des dommages corporels. Avant de travailler sur un équipement, soyez conscient des dangers liés aux circuits électriques et familiarisez-vous avec les procédures couramment utilisées pour éviter les accidents. Pour prendre connaissance des traductions des avertissements figurant dans les consignes de sécurité traduites qui accompagnent cet appareil, référez-vous au numéro de l'instruction situé à la fin de chaque avertissement.

CONSERVEZ CES INFORMATIONS

Warnung **WICHTIGE SICHERHEITSHINWEISE**

Dieses Warnsymbol bedeutet Gefahr. Sie befinden sich in einer Situation, die zu Verletzungen führen kann. Machen Sie sich vor der Arbeit mit Geräten mit den Gefahren elektrischer Schaltungen und den üblichen Verfahren zur Vorbeugung vor Unfällen vertraut. Suchen Sie mit der am Ende jeder Warnung angegebenen Anweisungsnummer nach der jeweiligen Übersetzung in den übersetzten Sicherheitshinweisen, die zusammen mit diesem Gerät ausgeliefert wurden.

BEWAHREN SIE DIESE HINWEISE GUT AUF.

Avvertenza **IMPORTANTI ISTRUZIONI SULLA SICUREZZA**

Questo simbolo di avvertenza indica un pericolo. La situazione potrebbe causare infortuni alle persone. Prima di intervenire su qualsiasi apparecchiatura, occorre essere al corrente dei pericoli relativi ai circuiti elettrici e conoscere le procedure standard per la prevenzione di incidenti. Utilizzare il numero di istruzione presente alla fine di ciascuna avvertenza per individuare le traduzioni delle avvertenze riportate in questo documento.

CONSERVARE QUESTE ISTRUZIONI

Advarsel **VIKTIGE SIKKERHETSINSTRUKSJONER**

Dette advarselssymbolet betyr fare. Du er i en situasjon som kan føre til skade på person. Før du begynner å arbeide med noe av utstyret, må du være oppmerksom på farene forbundet med elektriske kretser, og kjenne til standardprosedyrer for å forhindre ulykker. Bruk nummeret i slutten av hver advarsel for å finne oversettelsen i de oversatte sikkerhetsadvarslene som fulgte med denne enheten.

TA VARE PÅ DISSE INSTRUKSJONENE

Aviso **INSTRUÇÕES IMPORTANTES DE SEGURANÇA**

Este símbolo de aviso significa perigo. Você está em uma situação que poderá ser causadora de lesões corporais. Antes de iniciar a utilização de qualquer equipamento, tenha conhecimento dos perigos envolvidos no manuseio de circuitos elétricos e familiarize-se com as práticas habituais de prevenção de acidentes. Utilize o número da instrução fornecido ao final de cada aviso para localizar sua tradução nos avisos de segurança traduzidos que acompanham este dispositivo.

GUARDE ESTAS INSTRUÇÕES

¡Advertencia! **INSTRUCCIONES IMPORTANTES DE SEGURIDAD**

Este símbolo de aviso indica peligro. Existe riesgo para su integridad física. Antes de manipular cualquier equipo, considere los riesgos de la corriente eléctrica y familiarícese con los procedimientos estándar de prevención de accidentes. Al final de cada advertencia encontrará el número que le ayudará a encontrar el texto traducido en el apartado de traducciones que acompaña a este dispositivo.

GUARDE ESTAS INSTRUCCIONES

Varning! **VIKTIGA SÄKERHETSANVISNINGAR**

Denna varningssignal signalerar fara. Du befinner dig i en situation som kan leda till personskada. Innan du utför arbete på någon utrustning måste du vara medveten om farorna med elkretsar och känna till vanliga förfaranden för att förebygga olyckor. Använd det nummer som finns i slutet av varje varning för att hitta dess översättning i de översatta säkerhetsvarningar som medföljer denna anordning.

SPARA DESSA ANVISNINGAR

Figyelem **FONTOS BIZTONSÁGI ELOÍRÁSOK**

Ez a figyelmezeto jel veszélyre utal. Sérülésveszélyt rejto helyzetben van. Mielott bármely berendezésen munkát végezte, legyen figyelemmel az elektromos áramkörök okozta kockázatokra, és ismerkedjen meg a szokásos balesetvédelmi eljárásokkal. A kiadványban szereplo figyelmeztetések fordítása a készülékhez mellékelt biztonsági figyelmeztetések között található; a fordítás az egyes figyelmeztetések végén látható szám alapján keresheto meg.

ORIZZE MEG EZEKET AZ UTASÍTÁSOKAT!

Предупреждение **ВАЖНЫЕ ИНСТРУКЦИИ ПО СОБЛЮДЕНИЮ ТЕХНИКИ БЕЗОПАСНОСТИ**

Этот символ предупреждения обозначает опасность. То есть имеет место ситуация, в которой следует опасаться телесных повреждений. Перед эксплуатацией оборудования выясните, каким опасностям может подвергаться пользователь при использовании электрических цепей, и ознакомьтесь с правилами техники безопасности для предотвращения возможных несчастных случаев. Воспользуйтесь номером заявления, приведенным в конце каждого предупреждения, чтобы найти его переведенный вариант в переводе предупреждений по безопасности, прилагаемом к данному устройству.

СОХРАНИТЕ ЭТИ ИНСТРУКЦИИ

警告 重要的安全性说明

此警告符号代表危险。您正处于可能受到严重伤害的工作环境中。在您使用设备开始工作之前，必须充分意识到触电的危险，并熟练掌握防止事故发生的标准工作程序。请根据每项警告结尾提供的声明号码来找到此设备的安全性警告说明的翻译文本。

请保存这些安全性说明

警告 安全上の重要な注意事項

「危険」の意味です。人身事故を予防するための注意事項が記述されています。装置の取り扱い作業を行うときは、電気回路の危険性に注意し、一般的な事故防止策に留意してください。警告の各国語版は、各注意事項の番号を基に、装置に付属の「Translated Safety Warnings」を参照してください。

これらの注意事項を保管しておいてください。

주의 중요 안전 지침

이 경고 기호는 위험을 나타냅니다. 작업자가 신체 부상을 일으킬 수 있는 위험한 환경에 있습니다. 장비에 작업을 수행하기 전에 전기 회로와 관련된 위험을 숙지하고 표준 작업 관례를 숙지하여 사고를 방지하십시오. 각 경고의 마지막 부분에 있는 경고문 번호를 참조하여 이 장치와 함께 제공되는 번역된 안전 경고문에서 해당 번역문을 찾으십시오.

이 지시 사항을 보관하십시오.

Aviso **INSTRUÇÕES IMPORTANTES DE SEGURANÇA**

Este símbolo de aviso significa perigo. Você se encontra em uma situação em que há risco de lesões corporais. Antes de trabalhar com qualquer equipamento, esteja ciente dos riscos que envolvem os circuitos elétricos e familiarize-se com as práticas padrão de prevenção de acidentes. Use o número da declaração fornecido ao final de cada aviso para localizar sua tradução nos avisos de segurança traduzidos que acompanham o dispositivo.

GUARDE ESTAS INSTRUÇÕES

Advarsel **VIGTIGE SIKKERHEDSANVISNINGER**

Dette advarselssymbol betyder fare. Du befinder dig i en situation med risiko for legemesbeskadigelse. Før du begynder arbejde på udstyr, skal du være opmærksom på de involverede risici, der er ved elektriske kredsløb, og du skal sætte dig ind i standardprocedurer til undgåelse af ulykker. Brug erklæringsnummeret efter hver advarsel for at finde oversættelsen i de oversatte advarsler, der fulgte med denne enhed.

GEM DISSE ANVISNINGER

تحذير **إرشادات الأمان الهامة**

يوضح رمز التحذير هذا وجود خطر. وهذا يعني أنك متواجد في مكان قد ينتج عنه التعرض لإصابات. قبل بدء العمل، احذر مخاطر التعرض للصدمات الكهربائية وكن على علم بالإجراءات القياسية للحيلولة دون وقوع أي حوادث. استخدم رقم البيان الموجود في أخر كل تحذير لتحديد مكان ترجمته داخل تحذيرات الأمان المترجمة التي تأتي مع الجهاز.

قم بحفظ هذه الإرشادات

Upozorenje **VAŽNE SIGURNOSNE NAPOMENE**

Ovaj simbol upozorenja predstavlja opasnost. Nalazite se u situaciji koja može prouzročiti tjelesne ozljede. Prije rada s bilo kojim uređajem, morate razumjeti opasnosti vezane uz električne sklopove, te biti upoznati sa standardnim načinima izbjegavanja nesreća. U prevedenim sigurnosnim upozorenjima, priloženima uz uređaj, možete prema broju koji se nalazi uz pojedino upozorenje pronaći i njegov prijevod.

SAČUVAJTE OVE UPUTE

Upozornění **DŮLEŽITÉ BEZPEČNOSTNÍ POKYNY**

Tento upozorňující symbol označuje nebezpečí. Jste v situaci, která by mohla způsobit nebezpečí úrazu. Před prací na jakémkoliv vybavení si uvědomte nebezpečí související s elektrickými obvody a seznamte se se standardními opatřeními pro předcházení úrazům. Podle čísla na konci každého upozornění vyhledejte jeho překlad v přeložených bezpečnostních upozorněních, která jsou přiložena k zařízení.

USCHOVEJTE TYTO POKYNY

Προειδοποίηση ΣΗΜΑΝΤΙΚΕΣ ΟΔΗΓΙΕΣ ΑΣΦΑΛΕΙΑΣ

Αυτό το προειδοποιητικό σύμβολο σημαίνει κίνδυνο. Βρίσκεστε σε κατάσταση που μπορεί να προκαλέσει τραυματισμό. Πριν εργαστείτε σε οποιοδήποτε εξοπλισμό, να έχετε υπόψη σας τους κινδύνους που σχετίζονται με τα ηλεκτρικά κυκλώματα και να έχετε εξοικειωθεί με τις συνήθεις πρακτικές για την αποφυγή ατυχημάτων. Χρησιμοποιήστε τον αριθμό δήλωσης που παρέχεται στο τέλος κάθε προειδοποίησης, για να εντοπίσετε τη μετάφρασή της στις μεταφρασμένες προειδοποιήσεις ασφαλείας που συνοδεύουν τη συσκευή.

ΦΥΛΑΞΤΕ ΑΥΤΕΣ ΤΙΣ ΟΔΗΓΙΕΣ

אזהרה

הוראות בטיחות חשובות

סימן אזהרה זה מסמל סכנה. אתה נמצא במצב העלול לגרום לפציעה. לפני שתעבוד עם ציוד כלשהו, עליך להיות מודע לסכנות הכרוכות במעגלים חשמליים ולהכיר את הנהלים המקובלים למניעת תאונות. השתמש במספר ההוראה המסופק בסופה של כל אזהרה כד לאתר את התרגום באזהרות הבטיחות המתורגמות שמצורפות להתקן.

שמור הוראות אלה

Opomena постои кај електричните кола и треба да ги познавате стандардните постапки за спречување на несреќни случаи. Искористете го бројот на изјавата што се наоѓа на крајот на секое предупредување за да го најдете неговиот период во преведените безбедносни предупредувања што се испорачани со уредот.
ЧУВАЈТЕ ГИ ОВИЕ НАПАТСТВИЈА

Ostrzeżenie **WAŻNE INSTRUKCJE DOTYCZĄCE BEZPIECZEŃSTWA**

Ten symbol ostrzeżenia oznacza niebezpieczeństwo. Zachodzi sytuacja, która może powodować obrażenia ciała. Przed przystąpieniem do prac przy urządzeniach należy zapoznać się z zagrożeniami związanymi z układami elektrycznymi oraz ze standardowymi środkami zapobiegania wypadkom. Na końcu każdego ostrzeżenia podano numer, na podstawie którego można odszukać tłumaczenie tego ostrzeżenia w dołączonym do urządzenia dokumencie z tłumaczeniami ostrzeżeń.

NINIEJSZE INSTRUKCJE NALEŻY ZACHOWAĆ

Upozornenie **DÔLEŽITÉ BEZPEČNOSTNÉ POKYNY**

Tento varovný symbol označuje nebezpečenstvo. Nachádzate sa v situácii s nebezpečenstvom úrazu. Pred prácou na akomkoľvek vybavení si uvedomte nebezpečenstvo súvisiace s elektrickými obvodmi a oboznámte sa so štandardnými opatreniami na predchádzanie úrazom. Podľa čísla na konci každého upozornenia vyhľadajte jeho preklad v preložených bezpečnostných upozorneniach, ktoré sú priložené k zariadeniu.

USCHOVAJTE SI TENTO NÁVOD

Contents

1 Introduction

This guide helps you manage the installation and configuration of your Cisco MeetingPlace® 8112 (formerly called "M3") or Cisco MeetingPlace 8106 system. It also offers choices and recommendations to ensure you make the right decisions for your company. (For instructions on setting up and maintaining Cisco MeetingPlace after the system has been installed, see the *Cisco MeetingPlace Audio Server 5.2 System Manager's Guide*.)

This chapter discusses the following topics:

IMPORTANT The tape drive on the Cisco MeetingPlace 8112 server has been replaced with a CD-ROM drive. The CD-ROM drive is used for upgrading from previous software releases. Instructions for retrofitting the CD-ROM is included in the upgrade kit. Please note the following:

- Customers with 8112 units with the tape drive installed will need to have a CD-ROM retrofitted on their system before they can upgrade to Release 5.2.
- Customers with 8112 units loaded with Release 5.2 fresh from the factory will receive their units with the CD-ROM already installed. These customers do not need to do anything.
- Customers with tape drives who are upgrading to Release 5.2 will be contacted by Cisco Technical Support about having the CD-ROM retrofit done.
- Customers *not* previously contacted should call Cisco Technical Support to arrange to have their retrofit done. Customers should *not* attempt to do the retrofit by themselves, even if they have the CD-ROM retrofit kit.
- Channel partners who perform Release 5.2 upgrades on behalf of Cisco will need to contact Cisco Technical Support about training on how to retrofit the CD-ROM drive on 8112 servers with tape drives.

Warning **Only trained and qualified personnel should be allowed to install, replace, or service this equipment.** Statement 1030

Naming conventions used in this guide

Use the following table to identify the product names used in this guide.

Former name	Current name	Also referred to as
MeetingPlace M3 conference server	Cisco MeetingPlace 8112 server	8112
MeetingPlace C3 conference server	Cisco MeetingPlace 8106 server	8106

Throughout the remainder of this document, we refer to Cisco MeetingPlace as “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 8112 or 8106 conference server.

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.

Visual cues used in this guide

Special information in this guide looks like this:

Warning

IMPORTANT SAFETY INSTRUCTIONS

This warning symbol means danger. You are in a situation that could cause bodily injury. Before you work on any equipment, be aware of the hazards involved with electrical circuitry and be familiar with standard practices for preventing accidents. Use the statement number provided at the end of each warning to locate its translation in the translated safety warnings that accompanied this device. Statement 1071

SAVE THESE INSTRUCTIONS

IMPORTANT messages identify essential steps, actions, or system messages that should not be ignored.

NOTE messages contain information about a particular subject that we want to bring to your attention. These include helpful hints and time-saving suggestions about using MeetingPlace features.

8112 messages contain information that pertains exclusively to the MeetingPlace 8112 conference server.

8106 messages contain information that pertains exclusively to the MeetingPlace 8106 conference server.

You also see the following icons throughout this guide:

This icon	Represents
 U.S.  Canada	The United States and Canada and specific information for these countries
 Hong Kong	Hong Kong and specific information for this city
 Japan	Japan and specific information for this country
 European Union	European Union and specific information for these countries

What's new in this release

MeetingPlace Audio Server 5.2 includes the following new features.

Feature	Description
Voice Over Internet Protocol (VoIP) enhancements	
VoIP scalability	MeetingPlace 8112 systems can now scale to a maximum of 960 IP ports. MeetingPlace 8106 systems can scale to a maximum of 480 IP ports. All current MeetingPlace features, including in-session features, are identical. (For more information, see "Attaching to the telephone network (8112)" on page 3-6.)
SIP protocol support	Session Initiation Protocol (SIP) is an IP telephony protocol developed by the IETF. It is modular in nature and provides extensions for presence and mobility applications. In this release, MeetingPlace supports SIP, in addition to H.323 for IP call control. MeetingPlace can handle H.323 and SIP calls simultaneously, adding flexibility to environments that have multiple IP call controls.
G.729a compression codec support	MeetingPlace IP currently supports G.711 codecs, which takes up 64 Kbps of bandwidth per call and has the best voice quality of all available codecs. When deploying Voice Over IP, customers may decide to use the G.729a compression codec for connections where bandwidth is scarce. For this reason, MeetingPlace IP supports G.729a compression codec for conferencing in this release. However, for optimal voice quality, G.711 is recommended. **NOTE** By default, MeetingPlace is configured to G.711 only. To configure MeetingPlace to accept G.729a, see the *Cisco MeetingPlace Audio Server 5.2 Customer Engineer Guide*, or contact your Cisco customer support representative.
Hold and transfer feature	MeetingPlace IP Gateway allows VoIP users to put a line on hold, including a line to a MeetingPlace conference, from their handset to answer, transfer, or outdial another call on a multi-line phone. In the same way, users can perform simple phone transfers via the handset during meetings.
Multiple IP Gateways	In large IP deployments, multiple MeetingPlace IP Gateways can be deployed against a single 8100 series system to provide load balancing and system redundancy. Calls can be routed round-robin to the IP gateways. If one IP gateway fails, calls that are in session will fail; however, new callers will be routed to the alternative IP gateway to connect with the audio server.
Registration, Admission, and Status (RAS) support	RAS is part of the H.323 protocol that refers to the management of IP devices through registration with a gatekeeper. Typically, this is not required for Cisco Call Manager or Avaya Communication Manager IP deployments, but may be needed for integrated IP video deployments. MeetingPlace IP can now support registration requirements on an IP network. (For configuration details, see the *MeetingPlace IP Gateway 5.2 System Manager's Guide*.)

Feature	Description
Extended echo cancellation limit for line echoes	Previous releases of MeetingPlace provided echo cancellation per port for up to 128ms of line echo. With this release, in specific IP deployments where the line echo exceeds the current limit, you may extend this to up to 350ms of echo tail. This option is configurable only through Cisco Customer Support. For details, contact your Cisco customer support representative.
Reservationless meeting improvements	
Single Number Access for reservationless SIP deployments	For enterprise-wide deployment of reservationless meetings, you can easily require multiple 8112 or 8106 systems to support your conferencing volume. In previous releases of MeetingPlace, each 8112 system required a different access phone number. The new Single Number Access feature allows participants to dial a single phone number for all their meetings, regardless of their location, even when multiple 8112 or 8106 servers are deployed. If a meeting is located on a different server, the participant is transferred through IP to the appropriate server to attend. (For more information, see Chapter 9 of the *Cisco MeetingPlace Audio Server 5.2 System Manager's Guide*.) **NOTE** This feature is available only in all-IP environments using the SIP call control protocol, and is not available for T1, T1-PRI, or E1 deployments.
Reservationless meeting access configuration by profile	Previously, reservationless meetings were set up system wide, and then all profile users of the system could use the feature. In this release, in addition to system-wide access, system managers can designate certain groups of users to have reservationless meeting access through their profile and group settings. (For more information, see Chapter 9 of the *Cisco MeetingPlace Audio Server 5.2 System Manager's Guide*.)
Profiles with greater than nine characters can initiate reservationless meetings	In previous releases, profiles with greater than nine characters could not use reservationless meetings. This restriction has been removed by extending the Meeting ID field length to match the length of a profile field. (For more information, see Chapter 9 of the *Cisco MeetingPlace Audio Server 5.2 System Manager's Guide*.)
Hardware enhancements	
Multi Access Blade MA-4	A new access blade is now available for smaller E1, T1-PRI, or IP deployments—the Multi Access Blade MA-4. While the MA-16 supports up to 480 ports per blade, the MA-4 supports up to 120 access ports of either E1, T1-PRI, or IP configuration.
CD-ROM for MeetingPlace 8112 and 8106 systems	All software upgrades are now provided on a CD, and all systems must be upgraded with a CD-ROM drive. **IMPORTANT** The MeetingPlace 8112 Audio Server 5.2 no longer supports a tape drive. Before you upgrade to the 5.2 software from version 5.1.0 or earlier, you must have the tape drive replaced with the CD-ROM drive. (See the Important note on page 1-1.) For more information, contact your Cisco customer support representative.

Feature	Description
Administrative and security improvements	
MeetingPlace Network Backup Gateway 5.2	The MeetingPlace Network Backup Gateway 5.2 provides you with a secure method of transferring up to three rotating backup copies of the Audio Server database to a Windows server with an incremental 4 GB of disk storage. (For more information, see the *MeetingPlace Network Backup Gateway System Manager's Guide*.)
Secure system access through Secure Shell (SSH) protocol	Secure remote access to the MeetingPlace 8112 or 8106 server is now available through the use of SSH. SSH provides an encrypted terminal session with strong authentication of both the server and client, using public-key cryptography. This tool is especially important if, because of security concerns, you do not allow telnet sessions for support access.
Ability to play participant names during meetings through MeetingTime	Meeting moderators can now play back participants' recorded names through the MeetingTime In Session tab. This feature is useful for confirming guest participants and creating participant lists. (For more information, see Chapter 7 of the *Cisco MeetingPlace Audio Server 5.2 System Manager's Guide*.)
Server patch automation	This tool uses a single command on the server to perform all operations that are currently performed manually when applying a software patch. This reduces the potential for operator error and simplifies the patch process.
Disable SNMP queries	This feature disables external queries through SNMP while allowing alarms and traps to be sent out.
International deployments	
Additional language voice prompts	For international deployments, German, Portuguese, and Spanish voice prompts are now available with the MeetingPlace 5.2 release. MeetingPlace can support up to four additional languages besides U.S. English, and users' language preference can be defined through their profile. The available languages are English (U.S.), English (U.K.), French (France), French (Canadian), Japanese, German, Portuguese (Brazil), and Spanish (Americas).
Music on hold updates	
Changes to music	The music that MeetingPlace plays has been changed in the following areas: • While the first meeting attendee waits for other attendees to join (the music that had been played in the reservationless meeting waiting room is now played in this situation) • In the reservationless meeting waiting room

NOTES

- Customizing the “Welcome to MeetingPlace” prompt must be done through the Cisco Professional Services Group.
- This version of the MeetingPlace 8112 and 8106 server platform does *not* support Analog trunks or alarm relay.
- MeetingPlace Audio Server 5.0 and later does not support EISA or PCI platforms. However, it is possible to convert a server from PCI to 8112 or 8106 through a network transfer. For more information, see the *Cisco MeetingPlace Audio Server 5.2 Customer Engineer Guide*, or contact your MeetingPlace support representative.

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

International Cisco websites can be accessed from this URL:

http://www.cisco.com/public/countries_languages.shtml

Ordering documentation

You can find instructions for ordering documentation at this URL:

http://www.cisco.com/univercd/cc/td/doc/es_inpck/pdi.htm

You can order Cisco documentation in these ways:

- Registered Cisco.com users (Cisco direct customers) can order Cisco product documentation from the Ordering tool:

  http://www.cisco.com/en/US/partner/ordering/index.shtml

- Nonregistered Cisco.com users can order documentation through a local account representative by calling Cisco Systems Corporate Headquarters (California, USA) at 408 526-7208 or, elsewhere in North America, by calling 800 553-NETS (6387).

Documentation feedback

You can submit e-mail comments about technical documentation to bug-doc@cisco.com.

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:

Cisco Systems
Attn: Customer Document Ordering
170 West Tasman Drive
San Jose, CA 95134-9883

We appreciate your comments.

Obtaining technical assistance

For all customers, partners, resellers, and distributors who hold valid Cisco service contracts, the Cisco Technical Assistance Center (TAC) provides 24-hour-a-day, award-winning technical support services, online and over the phone. Cisco.com features the Cisco TAC website as an online starting 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

2 About Cisco MeetingPlace

The MeetingPlace suite of voice and web conferencing products is an integrated communication and productivity tool that is deployed on the corporate network behind the company firewall for unprecedented security. Access to MeetingPlace conferences is easy via popular end-user desktop applications like web browsers, IM clients, and standard IP-based phones.

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

This chapter discusses the following topics:

- "MeetingPlace server hardware" on page 2-1
- "MeetingPlace software" on page 2-7
- "Establishing security for the MeetingPlace system" on page 2-9

MeetingPlace server hardware

The following sections describe the hardware for the MeetingPlace 8112 and 8106 servers.

- **8112** See "MeetingPlace 8112 server hardware" on page 2-1.
- **8106** See "MeetingPlace 8106 server hardware" on page 2-4.

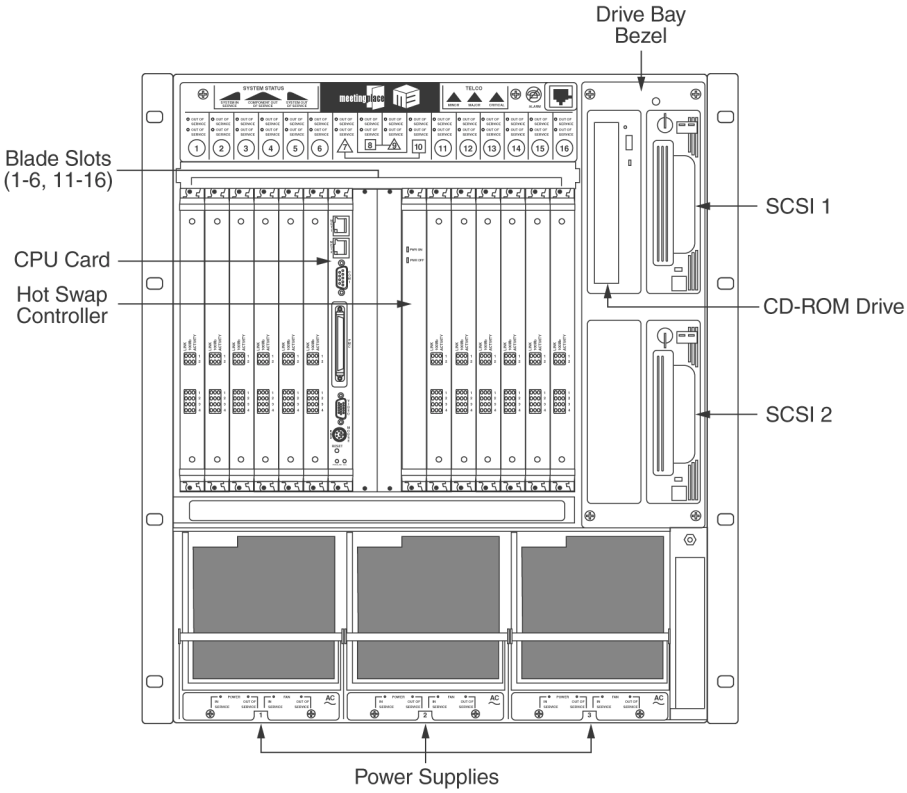
MeetingPlace 8112 server hardware

The 8112 server is a rack mountable box, 21 inches tall and 18.9 inches wide. Fully loaded, it weighs up to 110 pounds.

The 8112 has the capacity for a CPU card, a Hot Swap Controller (HSC), 12 slots for Smart Blades or Multi Access Blades to provide physical connectivity to the telephone network, and four drives: two disk drives, a floppy drive, and a CD-ROM 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. (For more information on key 8112 features and technical specifications, see Appendix C, "8112 and 8106 platform specifications.")

An alarm panel, located on the top portion of the chassis front, indicates major alarms, minor alarms, and system status. (For more information on the alarm panel, see the *Cisco MeetingPlace Audio Server 5.2 System Manager's Guide*.)

The following illustration shows the locations of various 8112 server features.



Front of MeetingPlace 8112 server

MeetingPlace 8112 server hardware components

MeetingPlace 8112 server hardware components include the following:

Component (8112)	Description
Mounting kits	Mechanical components necessary to mount the MeetingPlace system in one of these configurations: • 19-inch or 23-inch Rack EIA-310 (U.S./Canada) • 19-inch or 23-inch Rack Frame-Relay
CD-ROM drive	CD-ROM drive is used for software upgrade installations. It replaces the tape drive.

Component (8112)	Description
MeetingPlace Smart Blades	Components required to provide physical connectivity to your telephone network. They include the following: • Smart Blade. The Cisco 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 Cisco proprietary high performance conferencing card. It provides digital signal processing to ensure the highest voice quality and superior conferencing functions. This Smart Blade also provides the ability to connect up to 4 T1 spans (96 phone calls) using E&M Wink Start, Loop-Start, and Ground-Start call supervision. • MA-4 card (AudioCodes TP1610 Ultralite). Provides 4 spans of T1 or E1 PRI or 120 VoIP ports • MA-16 card (AudioCodes TP1610). Provides 16 spans of T1 or E1 PRI or 480 VoIP ports. Needed only for ISDN and/or VoIP connectivity. Can provide either T1/E1 PRI connectivity or VoIP connectivity. These Multi Access Blades enhance the Smart Blade by including the necessary Ethernet interface for IP-based telephony. MeetingPlace IP Gateway is required for full functionality.
Breakout box and cables	The breakout box provides a standard RJ-45 telephony interface for E1 and T1 PRI systems. It interfaces to a maximum of 16 cables. For each MA-16 shipped with the 8112 server, 16 telephony cables and two trunk interface cables (50-pin Amphenol connectors) are included to connect each MA-16 to the breakout box; for each MA-4 shipped with the 8112 server, four telephony cables and one trunk interface cable (50-pin Amphenol connector) are included to connect each MA-4 to the breakout box. Each MeetingPlace 8112 server comes with 12 Smart Blade slots. Each T1 Smart Blade can provide up to 96 PSTN access ports. Each Multi Access Blade can provide up to 480 IP or E1/T1 PRI ports.
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 alternative space for storing the automatic database backup from disk 2. Disk 1 also includes 22 gigabytes of additional storage and 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 alternative space for storing the automatic database backup from disk 1. Disk 2 also includes 22 gigabytes of additional storage and 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. (The second network interface is not available at this time.)

Component (8112)	Description
External modem	The 8112 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.

NOTE Because Multi Access Blades do not provide conferencing capability, every 96 ports of VoIP requires 1 Smart Blade.

The following table describes the maximum configuration for each protocol type and the hardware configuration needed for each configuration. (For examples of configurations, see "Telephony planning (8112)" on page 3-5.)

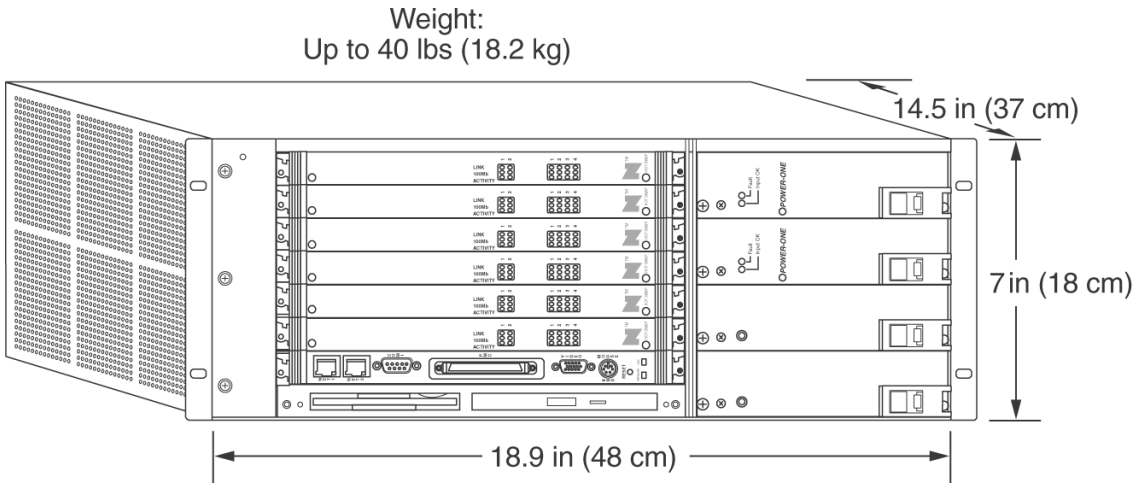
Protocol	Maximum ports	Hardware configuration
T1	1152	12 T1 Blades
E1	960	10 Smart Blades + 2 MA-16
T1 PRI	736	8 Smart Blades + 2 MA-16
IP	960	10 Smart Blades + 2 MA-16

MeetingPlace 8106 server hardware

The 8106 server is a rack mountable box, 7 inches tall, 18.9 inches wide, and 14.5 inches deep. Fully loaded, it weighs up to 40 pounds.

The 8106 server has the capacity for a CPU card, six slots for Smart Blades or Multi Access Blades to provide physical connectivity to the telephone network, and four drives: two disk drives, a floppy drive, and a CD-ROM 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. (For more information on key 8106 features and technical specifications, see Appendix C, "8112 and 8106 platform specifications.")

The following illustration shows the locations of various 8106 server features.



Front of MeetingPlace 8106 server

MeetingPlace 8106 server hardware components

MeetingPlace 8106 server hardware components include the following:

Component (8106)	Description
Mounting kits	Mechanical components necessary to mount the MeetingPlace system in one of these configurations: • 19-inch Rack EIA-310 (U.S./Canada) • 19-inch Rack Frame-Relay
CD-ROM drive	CD-ROM drive is used for software upgrade installations.

Component (8106)	Description
MeetingPlace Smart Blades	Components required to provide physical connectivity to your telephone network. They include the following: • Smart Blade. The Cisco 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 Cisco proprietary high performance conferencing card. It provides digital signal processing to ensure the highest voice quality and superior conferencing functions. This Smart Blade also provides the ability to connect up to 4 T1 spans (96 phone calls) using E&M Wink Start, Loop-Start, and Ground-Start call supervision. • MA-4 card (AudioCodes TP1610 Ultralite). Provides 4 spans of T1 or E1 PRI or 120 VoIP ports • MA-16 card (AudioCodes TP1610). Provides 16 spans of T1 or E1 PRI or 480 VoIP ports. Needed only for ISDN and/or VoIP connectivity. Can provide either T1/E1 PRI connectivity or VoIP connectivity. These Multi Access Blades enhance the Smart Blade by including the necessary Ethernet interface for IP-based telephony. MeetingPlace IP Gateway is required for full functionality.
Breakout box and cables	The breakout box provides a standard RJ-45 telephony interface for E1 and T1 PRI systems. It interfaces to a maximum of 16 cables. For each MA-16 shipped with the 8106 server, 16 telephony cables and two trunk interface cables (50-pin Amphenol connectors) are included to connect each MA-16 to the breakout box; for each MA-4 shipped with the 8106 server, four telephony cables and one trunk interface cable (50-pin Amphenol connector) are included to connect each MA-4 to the breakout box. Each MeetingPlace 8106 server comes with 6 Smart Blade slots. Each T1 Smart Blade can provide up to 96 PSTN access ports. Each Multi Access Blade can provide up to 480 IP or E1/T1 PRI ports.
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 alternative space for storing the automatic database backup from disk 2. Disk 1 also includes 22 gigabytes of additional storage and 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 alternative space for storing the automatic database backup from disk 1. Disk 2 also includes 22 gigabytes of additional storage and 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. (The second network interface is not available at this time.)

Component (8106)	Description
External modem	The 8106 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.

NOTE Because Multi Access Blades do not provide conferencing capability, every 96 ports of VoIP requires 1 Smart Blade.

The following table describes the maximum configuration for each protocol type and the hardware configuration needed for each configuration. (For examples of configurations, see "Telephony planning (8106)" on page 3-12.)

Protocol	Maximum ports	Hardware configuration
T1	576	6 T1 Blades
E1	480	5 Smart Blades + 1 MA-16
T1 PRI	368	4 Smart Blades + 1 MA-16
IP	480	5 Smart Blades + 1 MA-16

MeetingPlace software

MeetingPlace Audio Server software resides on the MeetingPlace 8112 or 8106 conference server. Windows-based server software is installed on customer-provided servers. This software communicates with the MeetingPlace 8112 or 8106 conference server over your local area network (LAN) or wide area network (WAN). Desktop software resides on users' client desktops.

MeetingPlace voice-only configuration

The following table describes the components of the MeetingPlace voice-only configuration.

Component	Description
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).
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.

Component	Description
MeetingPlace Web (web scheduling only)	Windows-based server software that allows users to schedule conferences, share meeting materials, and 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 additional software options, which are described in the following table.

Component	Description
MeetingPlace Outlook Gateway	Integrates MeetingPlace with an Exchange server, allowing users to schedule and attend MeetingPlace meetings using their Outlook client and receive e-mail notifications for meetings they are invited to. Users can accept notifications (and have meetings appear in their Outlook calendar), or decline notifications.
MeetingPlace Notes Gateway	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 are invited to. Users can accept notifications (and have meetings appear in their Notes calendar), or decline notifications.
MeetingPlace Directory Services Gateway	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 security features.
MeetingPlace IP Gateway	Software installed on a customer-provided Windows server that uses SIP, H.323, and RAS standard protocols to process call activity. The MeetingPlace IP Gateway is used with MeetingPlace IP server hardware and software, to provide users meeting access from IP phones using Cisco CallManager and Cisco SIP Proxy, Avaya, Alcatel A5020 IP Softswitch, and H.323 endpoints.
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.
MeetingPlace Web (for web conferencing)	Windows-based server software used for scheduling conferences, sharing meeting materials, and listening to recorded meetings and voice comments from Netscape Navigator or Microsoft Internet Explorer web browsers. MeetingPlace Web 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 use these capabilities.

Component	Description
MeetingPlace E-mail Gateway	Software installed on a customer-provided Windows server that distributes meeting notifications and meeting materials to conference call participants through e-mail.
MeetingPlace Network Backup Gateway	Software installed on a customer-provided Windows server to allow backups of the MeetingPlace database over the network.
MeetingPlace IM Gateway	Software installed on a customer-provided Windows server that enables instant messaging through the FaceTime Server to initiate impromptu meetings.

Establishing security for the MeetingPlace system

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

Areas of security to consider include:

- Unauthorized entrance to legitimate meetings
- Scheduling and participation in unauthorized meetings
- Outdialing abuse and toll fraud
- Unauthorized access to system configuration and parameters through the system manager profile

In addition to the security parameters in the MeetingPlace system, your organization can adopt several “best practices” (described in the next section, “Best practices for security”) to greatly enhance security. Your MeetingPlace support representative will gladly discuss MeetingPlace security with you and help you configure the system and develop best practices to ensure a secure conferencing environment.

NOTE For information about MeetingPlace parameters that affect security, see Appendix B, “Security parameters.”

Best practices for security

Use the following guidelines as you establish and maintain security for your MeetingPlace system.

- Write and implement a policy regarding user and group profiles, including the security parameter settings from Appendix B for each user and group. (See Appendix B, “Security parameters,” for information about security parameters.)
- Keep the number of user profiles with system manager permissions 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 Gateway or manually scripting these actions from your organization's human resources database. Either action ensures 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 on information from your organization's human resources group. It is particularly important that user profiles for terminated employees be quickly deactivated or deleted.
- Determine a system of profile numbers that are not easy to guess, but also not difficult for your users to remember. For example, because telephone extensions can often be easily guessed, add 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 include at least seven digits.
- 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 do not select trivial passwords. For example, have users refrain from creating passwords 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 responses to different types of unauthorized access. In particular, determine any changes you will make to MeetingPlace security parameters, other system access (such as changing phone numbers), and procedural changes you might make in your organization.
- Keep the audio server behind a firewall in a protected part of the network. There is no need to access the audio server directly from outside.
- Make sure the TCP port used by MeetingTime (port 5001) is blocked at the firewall. Cisco does not recommend allowing Internet access using MeetingTime.
- Consider installing SSH on the audio server and disabling the use of Telnet. Note that SSH is installed separately from the base software release to comply with export regulations.
- Consider disabling SNMP queries on the audio server. Note that SNMP traps, indicating alarm conditions, can still be generated even if queries are disabled.
- Make sure the technician (“tech”) command line password has been changed from the factory default.
- Consider upgrading the various gateway products to use GWSIM 5.0 or higher, particularly those that are placed outside the protected part of the network. GWSIM 5.0 uses an encrypted data stream to communicate with the audio server. It can also communicate with the audio server using a data stream originating from the audio server, thus requiring fewer holes in the firewall.

3 Telephony and LAN planning

Use the information in this chapter to prepare for the installation of the MeetingPlace system components. This chapter discusses the following topics:

MeetingPlace components

The MeetingPlace system 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. Cisco offers numerous desktop software applications including MeetingTime, MeetingPlace E-mail Gateway, MeetingPlace Outlook Gateway, MeetingPlace Notes Gateway, MeetingPlace Web, MeetingPlace Directory Services Gateway, and MeetingPlace IP Gateway, MeetingPlace IM Gateway, and MeetingPlace Network Backup Gateway. (For a description of each application, see the *Cisco MeetingPlace Audio Server 5.2 System Manager's Guide*.)

Selecting a site

The MeetingPlace 8112 or 8106 system hardware is usually installed in an equipment room—for example, a PBX or computer room. The location must meet the MeetingPlace system's environmental and power requirements and allow you to connect the system to the telephone network and LAN.

The following sections describe 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 are required to accommodate the system
- Obtain any necessary cables and other hardware that are not supplied with the system

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.

Warning

IMPORTANT SAFETY INSTRUCTIONS

This warning symbol means danger. You are in a situation that could cause bodily injury. Before you work on any equipment, be aware of the hazards involved with electrical circuitry and be familiar with standard practices for preventing accidents. Use the statement number provided at the end of each warning to locate its translation in the translated safety warnings that accompanied this device. Statement 1071

SAVE THESE INSTRUCTIONS

Environmental requirements (8112)

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 8112 system's drives, CPU modules, and transition modules. To ensure adequate cooling of all system components, you must do the following:

- 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 through 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 the power outlets in the vicinity of the MeetingPlace system must be of the grounding type and they must be properly grounded.

Environmental requirements (8106)

The recommended operating temperature range for MeetingPlace is 50°–95° F (10°–35° C), with a non-condensing humidity of 5%–80% percent.

It is essential to keep the server equipment properly cooled. To ensure this, the 8106 server has an internal fan assembly with four fans to cool the server. To ensure all system components are adequately cooled, the system must meet these requirements:

- At least 1.5 inches (3.8 cm) of clearance exists in the front and back of the 8106 server
- At least 0.5 inches (1.25 cm) of clearance exists to the right and left of the 8106 server
- At least 0.5 inches (1.25 cm) of clearance exists on the top and bottom of the 8106 server
- All module slots must be filled or covered (use filler panels in empty slots)
- Air flow in an open frame rack or in an enclosed cabinet must be from left to right

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

Power requirements (8112)

Power for the rack system must 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 cannot 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, install surge suppressors or connect MeetingPlace to an uninterrupted power supply (UPS). MeetingPlace draws a maximum of 600 watts of power and produces a maximum of 2048 BTU/hour.

Power requirements (8106)

Power for the 8106 server must come from a totally dedicated circuit breaker within 8 feet (2.43 meters) of the equipment. Do not plug any other electrical devices 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, 6/3A, 50/60 Hz. If the power in your area is susceptible to fluctuations or interruptions, consider installing surge suppressors or connecting the servers to an Uninterruptible Power Supply (UPS). MeetingPlace does not maintain telephony connections should the system lose power.

MeetingPlace draws a maximum of 400 watts of power and produces a maximum of 1364 BTU/hour.

Environmental and power requirements by country

The following table shows the environmental and power requirements for the 8100 series by country.

Country	Clearance	Power	Socket
 **U.S.**  **Canada**	**8112** 24 inches of clearance in back of the unit **8106** 1.5 inches of clearance in back of the unit; and 0.5 inches of clearance to the left and right side of the unit	115VAC	NEMA 5-15R socket-outlet installed within 8 feet of the unit
 **Hong Kong**  **European Union**	**8112** 60 cm of clearance in back of the unit **8106** 3.8 cm of clearance in back of the unit; 1.25 cm of clearance to the left and right side of the unit	230VAC	BS-1363 socket-outlet installed within 2 meters of the unit

Country	Clearance	Power	Socket
Japan	**8112** 60 cm of clearance in back of the unit **8106** 3.8 cm of clearance in back of the unit; 1.25 cm of clearance to the left and right side 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 8112 server

The 8112 server can be mounted in either an open or closed rack or cabinet. You must have a MeetingPlace EIA or Frame Relay rack mount kit (19-inch or 23-inch) for this purpose.

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

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

For guidelines for mounting the MeetingPlace 8112 server, see the *Cisco MeetingPlace Audio Server 5.2 Customer Engineer Guide*.

Warning **To prevent bodily injury when mounting or servicing this unit in a rack, you must take special precautions to ensure that the system remains stable. The following guidelines are provided to ensure your safety:**

- **This unit should be mounted at the bottom of the rack if it is the only unit in the rack.**
- **When mounting this unit in a partially filled rack, load the rack from the bottom to the top with the heaviest component at the bottom of the rack.**
- **If the rack is provided with stabilizing devices, install the stabilizers before mounting or servicing the unit in the rack.** Statement 1006

Telephony planning (8112)

The following sections provide information for telephony planning for the MeetingPlace 8112 server:

- "Attaching to the telephone network (8112)" on page 3-6
- "T1 digital trunking requirements (8112)" on page 3-6
- "Examples of T1, IP, and mixed slot configurations (8112)" on page 3-8
- "E1 digital trunking requirements (8112)" on page 3-10
- "Examples of E1, IP, and mixed slot configurations (8112)" on page 3-11

Attaching to the telephone network (8112)

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

This section describes 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 8112 system supports up to 1152 PSTN access ports or 960 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 is less than 1152.

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

T1 digital trunking requirements (8112)

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.

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), Bellcore (NI-2), Nortel (DMS-100)

NOTES

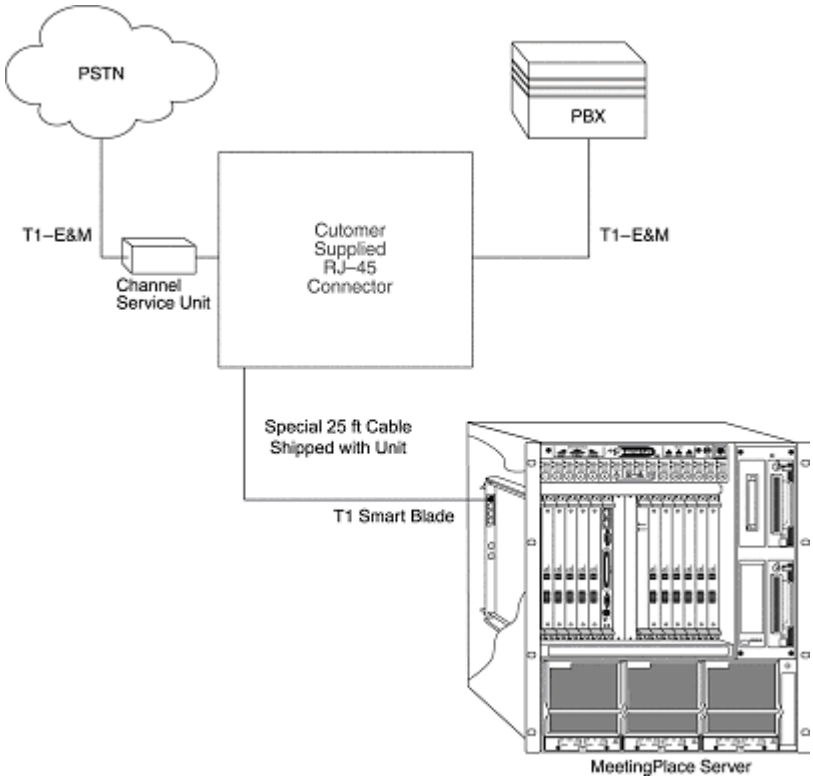
- ESF framing and B8ZS coding are strongly recommended. Using D4 framing or jammed bit coding may produce unsatisfactory service.
- End-to-end positive disconnect supervision is essential. Without it, MeetingPlace cannot reliably tell when a caller hangs up, with various undesirable results. Many PBX 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, because in many cases the person taking an order for lines will not understand the term, you will need to escalate the request to someone with a more technical background.

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.)

The following illustration shows MeetingPlace digital connection requirements for T1.



MeetingPlace digital connection requirements, T1 (8112)

The following table shows the T1 telephony requirements by country.

Country	Requirements
 U.S.  Canada  Hong Kong	**Public Network to CSU connection** • E&M Wink Start: Line Side and Trunk Side • Ground start or loop start: Line Side only **(U.S. Only)**: FCC and CSA listed CSU; channel service unit required. **Customer-supplied connectors**: USOC (male) RJ-48 jacks. (For more information, see "Customer-supplied connectors" on page 3-20.) **Cable provided by Cisco**: 25-foot shielded cable with ferrite. **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).
 Japan	• T1 connection into PBX with INS1500-to-T1 converter. • Cisco-supplied 15-meter shielded cable (male-male)—one per T1 span. Customer provides RJ-45 connector.
 European Union	See "E1 digital trunking requirements (8112)" on page 3-10.
 Australia	Cisco does not supply 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 Cisco-shipped cable

NOTE 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).

Examples of T1, IP, and mixed slot configurations (8112)

The following illustrations show examples of different configurations and their resulting system capacities.

NOTE T1 PRI Multi Access Blades are installed at the left (with slot 2 left vacant if no MA or MA-4 is needed to populate it and if the slot is not needed for Smart Blade capacity). Next, T1 Smart Blades are installed to the right of this. Last, IP Multi Access Blades are installed starting at the right-most card slot (slot 16), and proceed toward the left.

Example: Pure T1 configuration (8112)

The following illustration shows a pure T1 configuration: 1152 PSTN ports, 1152 total ports. In the example, T1=T1 Smart Blade. Slots 7–10 are reserved for CPU and system controller cards.

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

Example: Pure IP configuration (8112)

The following illustration shows a pure IP configuration: 960 IP ports, 960 total ports. In the example, SB=Smart Blade (supports up to 96 ports). MA=Multi Access Blade (up to 480 ports PRI or VoIP).

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

Example: Mixed T1 PRI, T1 CAS, VoIP configurations (8112)

The following illustration shows examples of mixed configurations: T1 PRI, T1 CAS, VoIP configurations. The T1 CAS trunks may or may not be configured depending on the number of VoIP ports. However, T1 CAS and T1 PRI trunks may not be configured in the same system.

1	2	3	4	5	6	7–10	11	12	13	14	15	16	#IP ports	T1 CAS ports	T1 PRI ports	Total ports
T1	T1	T1	T1	T1	T1	Rs'd slots	T1	T1	T1	T1 / SB	SB	MA4	120	936	0	1056
T1	T1	T1	T1	T1	T1		T1	T1 / SB	SB	SB	MA4	MA4	240	720	0	960
T1	T1	T1	T1	T1	T1		SB	SB	SB	SB	SB	MA	480	576	0	1056
T1	T1	T1	T1 / SB	SB	SB		SB	SB	SB	SB	MA4	MA	600	360	0	960
MA4	SB	SB	SB	SB	SB		SB					MA	480	0	92	572
MA	SB	SB	SB	SB	SB		SB	SB	SB	SB		MA	480	0	368	848
MA	MA	SB	SB	SB	SB		SB	SB	SB	SB			0	0	736	736

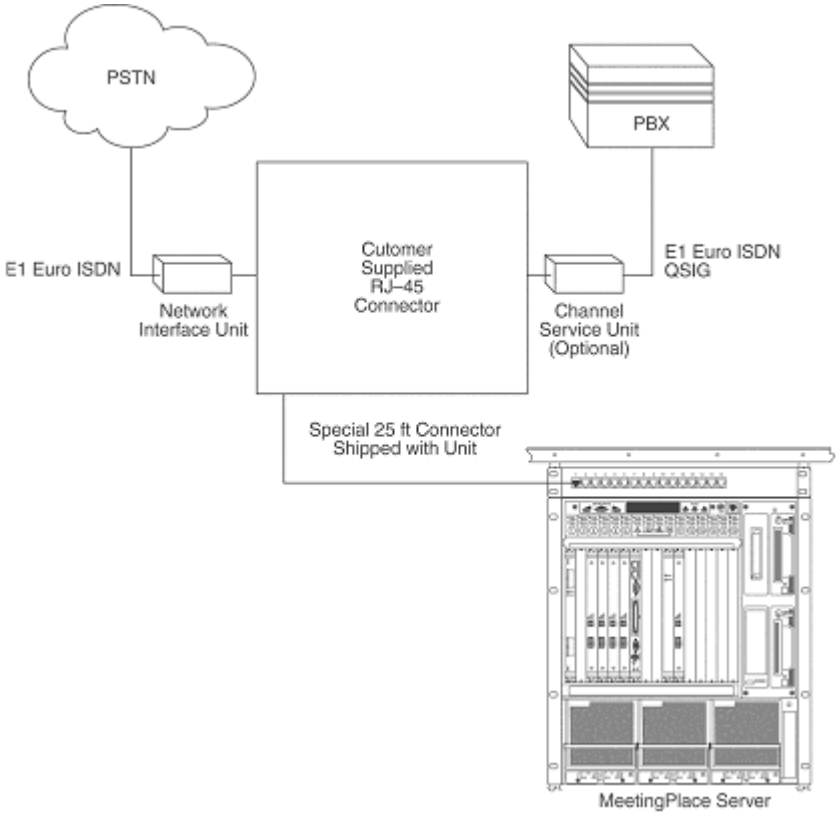
WARNING Mixing protocols is not supported except in combination with IP ports. For example, a system cannot have both T1 and E1 ports configured but it can have T1 (either PRI or CAS) and IP ports or E1 and IP ports. Also, a system cannot have both T1 CAS and T1 PRI ports configured.

Not allowed	Allowed
T1 CAS and E1	T1 PRI and IP
T1 PRI and E1	E1 and IP
T1 PRI and T1 CAS	T1 CAS and IP

E1 digital trunking requirements (8112)

This section describes the E1 digital trunking requirements for the 8112 server.

The following illustration shows the MeetingPlace digital connection requirements for E1 (with 8112 server).



MeetingPlace digital connection requirements, E1 (8112)

The following table shows the European Union telephony requirements.

Country	Requirements
 **European Union**	• Connection Type: Euro ISDN and QSIG Digital Telephony (E1) • Cable length: Maximum cable length 100 meters • Cable provided by Cisco: 25-foot cable with ferrite • Socket: Connector must be RJ-25 socket or NBNC (female) connector
 **Australia**	Cisco does not supply E1 cables with servers shipped to Australia.

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 Cisco-shipped cable
  - RJ-48c connector on the breakout side box
- In E1 environments, MeetingPlace can be tied directly to the PSTN, and no CSU is needed.

The following illustrations show 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, as you face the front of the server) and proceed toward the right, followed by Smart Blades. IP Multi Access Blades are installed starting at the right-most card slot (slot 16) and proceed toward the left.

Examples of E1, IP, and mixed slot configurations (8112)

The following examples show various card slot configurations for the 8112 server.

Example: Pure E1 configuration (8112)

The following illustration shows a pure E1 configuration: 960 PSTN ports, 960 total ports. In the example, MA=E1 Multi Access Blade. Slots 7–10 are reserved for CPU and system controller cards.

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

Example: Mixed E1 and VoIP configurations (8112)

The following illustration shows examples of mixed E1 and VoIP configurations. The E1 trunks on the Multi Access Blades may or may not be configured depending on the number of IP Access Blades populated.

1	2	3	4	5	6	7–10	11	12	13	14	15	16	#IP ports	Max E1 PRI ports	Total ports
MA	MA	SB	SB	SB	SB	Reserved slots	SB	SB	SB	SB	SB	SB	0	960	960
MA	SB	SB	SB	SB	SB		SB	SB				MA 4	120	480	600
MA	SB	SB	SB	SB	SB		SB	SB	SB	SB	SB	MA	480	480	960
MA 4	SB	SB	SB	SB	SB		SB	SB				MA	480	120	600
MA 4	SB	SB	SB									MA 4	120	120	240

Telephony planning (8106)

The following sections provide information for telephony planning for the MeetingPlace 8106 server:

- "Attaching to the telephone network (8106)" on page 3-12
- "T1 digital trunking requirements (8106)" on page 3-13
- "Examples of T1, IP, and mixed slot configurations (8106)" on page 3-15
- "E1 digital trunking requirements (8106)" on page 3-17
- "Examples of E1, IP, and mixed slot configurations (8106)" on page 3-18

Attaching to the telephone network (8106)

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

This section describes 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 8106 system supports up to 576 PSTN access ports or 480 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 is less than 576.

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

T1 digital trunking requirements (8106)

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.

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), Bellcore (NI-2), Nortel (DMS-100)

NOTES

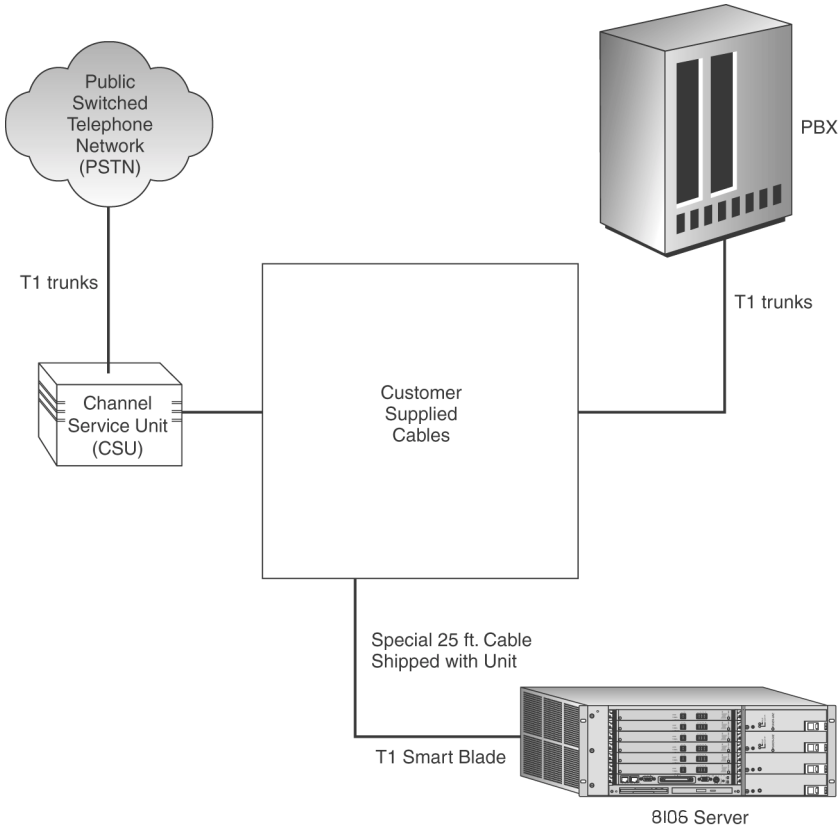
- ESF framing and B8ZS coding are strongly recommended. Using D4 framing or jammed bit coding may produce unsatisfactory service.
- End-to-end positive disconnect supervision is essential. Without it, MeetingPlace cannot reliably tell when a caller hangs up, with various undesirable results. Many PBX 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, because in many cases the person taking an order for lines will not understand the term, you will need to escalate the request to someone with a more technical background.

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.)

The following illustration shows MeetingPlace digital connection requirements for T1 (with 8106 server).



MeetingPlace digital connection requirements, T1 (8106)

The following table shows the T1 telephony requirements by country.

Country	Requirements
 **U.S.**	**Public Network to CSU connection** • E&M Wink Start: Line Side and Trunk Side • Ground start or loop start: Line Side only **(U.S. Only)**: FCC and CSA listed CSU; channel service unit required. **Customer-supplied connectors**: USOC (male) RJ-48 jacks. (For more information, see "Customer-supplied connectors" on page 3-20.) **Cable provided by Cisco**: 25-foot shielded cable with ferrite. **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).
 **Canada**	
 **Hong Kong**	

Country	Requirements
Japan	• T1 connection into PBX with INS1500-to-T1 converter. • Cisco-supplied 15-meter shielded cable (male-male)—one per T1 span. Customer provides RJ-45 connector.
European Union	See "E1 digital trunking requirements (8106)" on page 3-17.
Australia	Cisco does not supply 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 Cisco-shipped cable

NOTE 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).

Examples of T1, IP, and mixed slot configurations (8106)

The following illustrations show examples of different configurations and their resulting system capacities.

NOTE PSTN cards are installed starting from the bottom-most slot (slot 1 in the following illustrations) and proceed toward the top, immediately followed by a Smart Blade, if needed. IP MA cards are installed starting from the top-most slot (slot 6 in the following illustrations), and proceed toward the bottom.

WARNING Mixing protocols is not supported except in combination with IP ports. For example, a system cannot have both T1 and E1 ports configured but it can have T1 (either PRI or CAS) and IP ports or E1 and IP ports. Also, a system cannot have both T1 CAS and T1 PRI ports configured.

Not allowed	Allowed
T1 CAS and E1	T1 PRI and IP
T1 PRI and E1	E1 and IP
T1 PRI and T1 CAS	T1 CAS and IP

Example: Pure T1 configuration (8106)

The following illustration shows a pure T1 configuration: 576 PSTN ports, 576 total ports. In the example, T1=T1 Smart Blade.

1	2	3	4	5	6
T1	T1	T1	T1	T1	T1

Example: Mixed T1 PRI and VoIP configurations (8106)

The following illustration shows examples of mixed configurations: T1 PRI, T1 CAS, VoIP configurations.

1	2	3	4	5	6	#IP ports	Max T1 ports	Total ports
T1	T1	T1	T1/ SB	SB	MA 4	120	360	480
T1	T1	T1	T1	SB	MA 4	96	384	480
T1	T1	T1/ SB	Sb	SB	MA	240	240	480
T1	T1/ SB	SB	SB	SB	MA	360	120	480

Example: Mixed T1 CAS and VoIP configurations (8106)

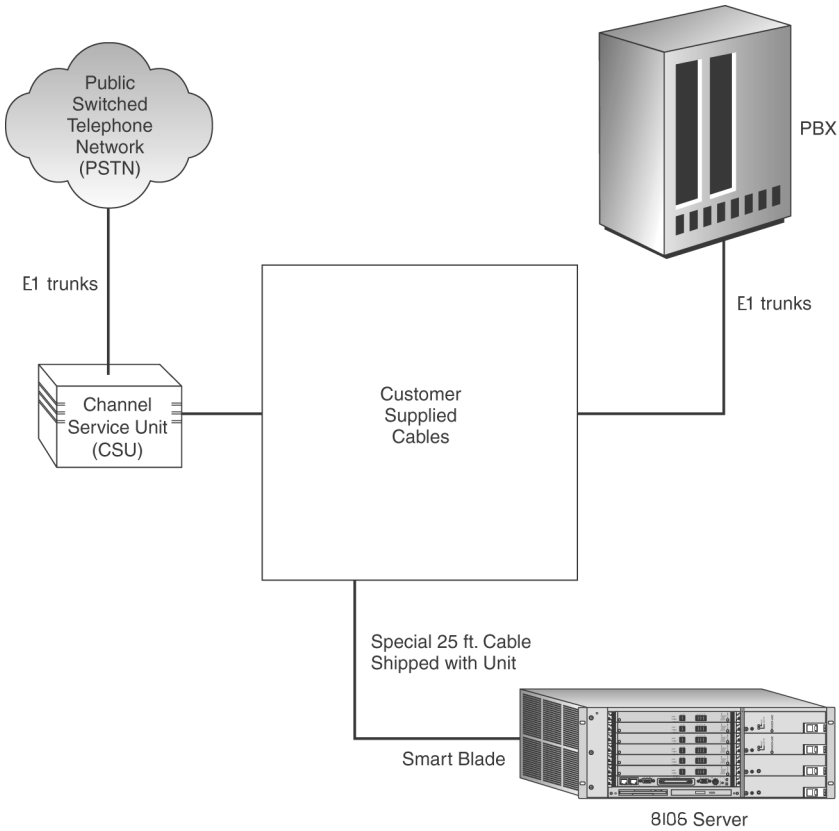
The following illustration shows examples of mixed configurations: T1 PRI, T1 CAS, VoIP configurations.

1	2	3	4	5	6	#IP ports	Max T1 ports	Total ports
MA4	SB	SB	SB		MA 4	120	92	212
MA	SB	SB	SB	SB	MA 4	120	253	373
MA4	SB	SB	SB	SB	MA	240	92	332
MA	SB	SB	SB	SB	MA	180	284	364

E1 digital trunking requirements (8106)

This section describes the E1 digital trunking requirements for the 8106 server.

The following illustration shows the MeetingPlace digital connection requirements for E1 (with 8106 server).



MeetingPlace Digital Connection Requirements, E1 (8106)

The following table shows the European Union telephony requirements.

Country	Requirements
 **European Union**	• Connection Type: Euro ISDN and QSIG Digital Telephony (E1) • Cable length: Maximum cable length 100 meters • Cable provided by Cisco: 25-foot cable with ferrite • Socket: Connector must be RJ-25 socket or NBNC (female) connector
 **Australia**	Cisco does not supply E1 cables with servers shipped to Australia.

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 Cisco-shipped cable
  - RJ-48c connector on the breakout side box
- In E1 environments, MeetingPlace can be tied directly to the PSTN, and no CSU is needed.

Examples of E1, IP, and mixed slot configurations (8106)

The following illustrations show examples of different configurations and their resulting system capacities.

NOTE E1 Multi Access Blades are installed starting at the bottom-most card slot (slot 1 in the following illustrations) and proceed toward the top, immediately followed by Smart Blades, if needed. IP Multi Access Blades are installed starting at the top-most card slot (slot 6 in the following illustrations) and proceed toward the bottom.

Example: Pure E1 configuration (8106)

The following illustration shows a pure E1 configuration: 960 PSTN ports, 960 total ports. In the example, MA=Multi Access Blade. SB=Smart Blade.

1	2	3	4	5	6
MA	MA	SB	SB	SB	SB

Example: Pure IP configuration (8106)

The following illustration shows a pure IP configuration: 960 IP ports, 960 total ports. In the example, SB=Smart Blade (no E1 functionality). MA=IP Multi Access Blade. Smart Blades can support up to 48 ports of E1 PRI or VoIP. IP Access Blades and Multi Access Blades both require associated Smart Blades.

1	2	3	4	5	6
SB	SB	SB	SB	SB	SB

Example: Mixed E1 and VoIP configurations (8106)

The following illustration shows examples of mixed E1 and VoIP configurations. The E1 trunks on the Multi Access Blades may or may not be configured depending on the number of IP Access Blades populated.

1	2	3	4	5	6	#IP ports	Max T1 ports	Total ports
MA4	SB	SB	SB		MA 4	120	120	240
MA	SB	SB	SB	SB	MA 4	120	240	360
MA4	SB	SB	SB	SB	MA	240	120	360
MA	SB	SB	SB	SB	MA	180	180	360

Service modem connection requirements

MeetingPlace 8112 and 8106 servers include 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 Cisco Customer Support Center.

The following table describes service modem requirements by country.

Country	Requirements
 **U.S.**  **Canada**  **Hong Kong**	• Cisco-supplied U.S. modem, serial cable, 6-foot modem cable. • Customer-supplied standard analog telephone jack (RJ-11). Extension must be callable from the outside.
 **Japan**	• Cisco-supplied CE modem, serial cable, 2.5-meter modem cable. • Customer-supplied standard analog telephone jack (RJ-11). Extension must be callable from the outside.
 **European Union**	• Cisco-supplied global modem, serial cable (shipped with Cisco-supplied breakout box for E1 and ISDN-PRI systems). • Customer-supplied standard analog telephone jack (RJ-11). Extension must be callable from the outside.

Customer-supplied connectors

U.S.

anada

Hong Kong

The following table shows the wiring of the customer-supplied RJ-48x 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, reverse the pins, as shown in the following table.

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

U.K.

ingapore

Australia

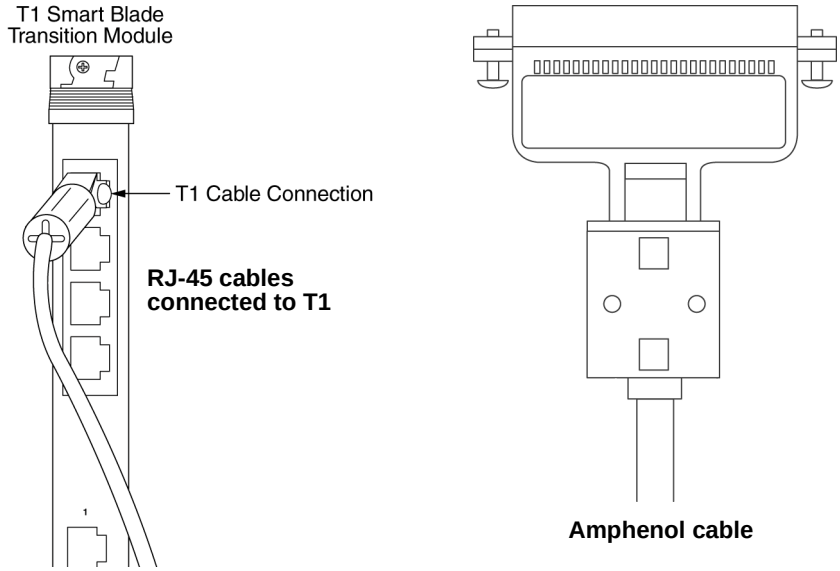
India

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

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

RJ-45

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



The following table is a pinout diagram for the RJ-45 connector.

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

Blade command IP configuration

Before configuring IP blades, customers must know whether they are using the IP Precedence mechanism or the DSCP mechanism. They will then need to provide specific settings for these. The following sections describe each mechanism and describe the various settings.

For more information about blade command IP configuration, including jitter buffer configuration, see the *Cisco MeetingPlace Audio Server 5.2 Customer Engineer Guide*.

About Quality of Service configuration

For IP configuration, either of these two Quality of Service (QOS) mechanisms can be used:

- IP Precedence
- Differentiated Services Code Point (DSCP)

Technicians must first determine which mechanism a customer's IP network uses. Then, with the customer's IT department, they must determine the appropriate settings for these values. The following sections provide more information.

About Type of Service byte

Within the voice packets, the Type of Service (ToS) byte is an 8-bit field in the IP header. It is used for either IP Precedence or DSCP. (Another term for byte is *octet*.) When this byte is used for IP Precedence, 3 bits are used for the IP Precedence value, and 4 bits are used for the Type of Service value.

The following shows the bit layout:

7	6	5	4	3	2	1	0
IP precedence			Type of service				

IMPORTANT Note the differences in terminology: The *Type of Service byte* includes all 8 bits; but the *Type of Service field* is only 4 bits within this byte. The IP Precedence mechanism partitions the Type of Service byte into an IP Precedence field and a Type of Service field.

When this byte is used for DSCP, 6 bits are used for DSCP. The following shows the bit layout:

7	6	5	4	3	2	1	0
Differentiated Services Code Point							

Notice that the DSCP field overlaps the fields used for IP Precedence. Therefore, if DSCP values are chosen carefully, then backward compatibility can be achieved if the customer network has a mixture of devices (some using IP Precedence, others using DSCP).

IP Precedence

Customers who use the traditional IP Precedence QOS mechanism must provide two values to be used for MeetingPlace IP configuration:

- *IP Precedence value*. This can be a value from 0 to 7. The IP Precedence is used to classify and prioritize types of traffic. Most implementations use an IP Precedence value of 5. Here is a complete list of values:

  0 – routine
  1 – priority
  2 – immediate
  3 – flash
  4 – flash override
  5 – CRITIC/ECP
  6 – internetwork control
  7 – network control

- *Type of Service (TOS) value.* This can be a value from 0 to 15. The TOS value can determine special handling of packets, such as minimizing delay or maximizing throughput. Unless the customer specifies otherwise, this value is best set to 0.

The following shows an example of how to use the blade command to configure an IP Precedence value of 5 and a TOS value of 0.

```
Enter command:  2
Enter blade slot [1..16]:  16
Type                                    [IP]:
Card type                          [ TP1610]:
Port Group                              [ 1]:
Number of Ports                        [120]:
1st Port                               [ 46]:
IP Address [0]                [172.20.18.30]:
IP Address [1]                [172.20.18.31]:
Subnet Mask                    [255.255.0.0]:
Default Gateway                  [172.20.1.1]:
Base UDP Port [0]                     [ 5000]:
Base UDP Port [1]                     [ 6000]:
Jitter Buffer Minimum Size              [100]:
Jitter Buffer Optimization               [ 7]:
IP Precedence                             [0]:  5
Type of Service (TOS)                     [ 0]:  0
DSCP / DiffServ                       [unused]:  unused
RTCP Interval                        [default]:
```

NOTE This configuration needs to be done for each IP blade.

DSCP

Differentiated Services Code Point (sometimes called “DiffServ”) is the newer mechanism. It is described in RFC 2474. The DSCP can range from 0 to 63. In practice, most implementations use a DSCP value of 40, which corresponds exactly to an IP Precedence value of 5.

The following is an example of how to use the blade command to configure a DSCP value of 40.

```
Enter command:  2
Enter blade slot [1..16]:  16
Type                                    [IP]:
Card type                          [ TP1610]:
Port Group                              [ 1]:
Number of Ports                        [120]:
1st Port                               [ 46]:
IP Address [0]                [172.20.18.30]:
IP Address [1]                [172.20.18.31]:
Subnet Mask                    [255.255.0.0]:
Default Gateway                 [172.20.1.1]:
Base UDP Port [0]                    [ 5000]:
Base UDP Port [1]                    [ 6000]:
Jitter Buffer Minimum Size             [100]:
Jitter Buffer Optimization              [ 7]:
IP Precedence                            [5]:   unused
Type of Service (TOS)                    [ 0]:   unused
DSCP / DiffServ                      [unused]:   40
RTCP Interval                       [default]:
```

NOTE This configuration needs to be done for each IP blade.

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.

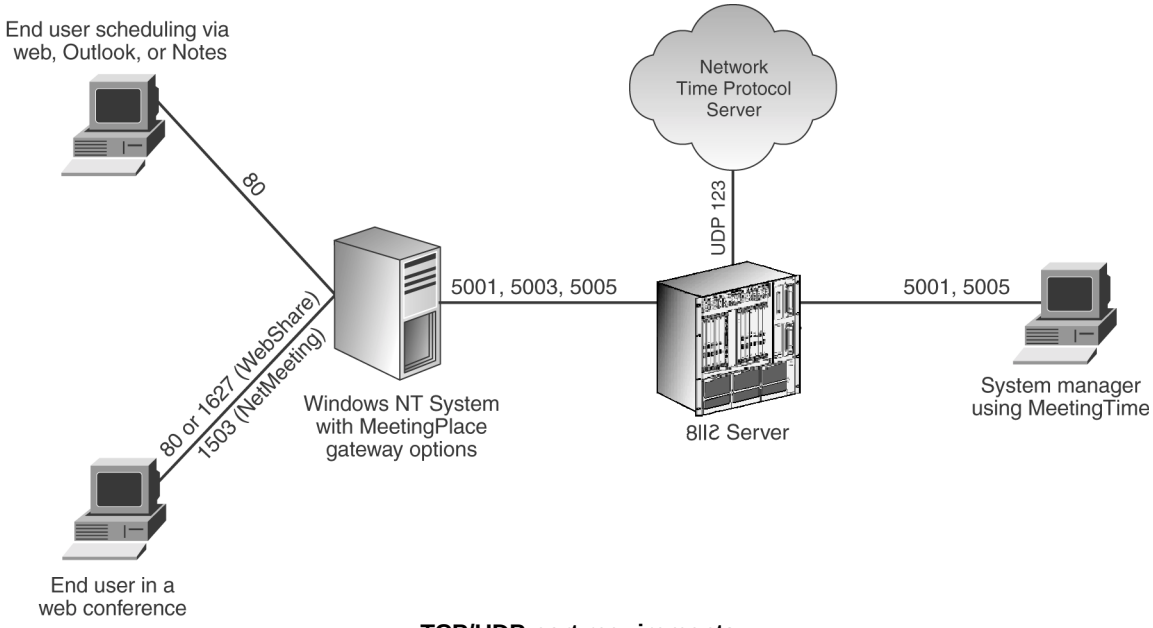
This section explains how to:

- Make sure your LAN is compatible
- Decide whether you need additional desktop workstations 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 8112 and 8106 servers must reside in a network segment dedicated for MeetingPlace (in other words, 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 illustration shows the ports that a MeetingPlace system uses for communication. Unless otherwise specified, all ports listed are TCP.



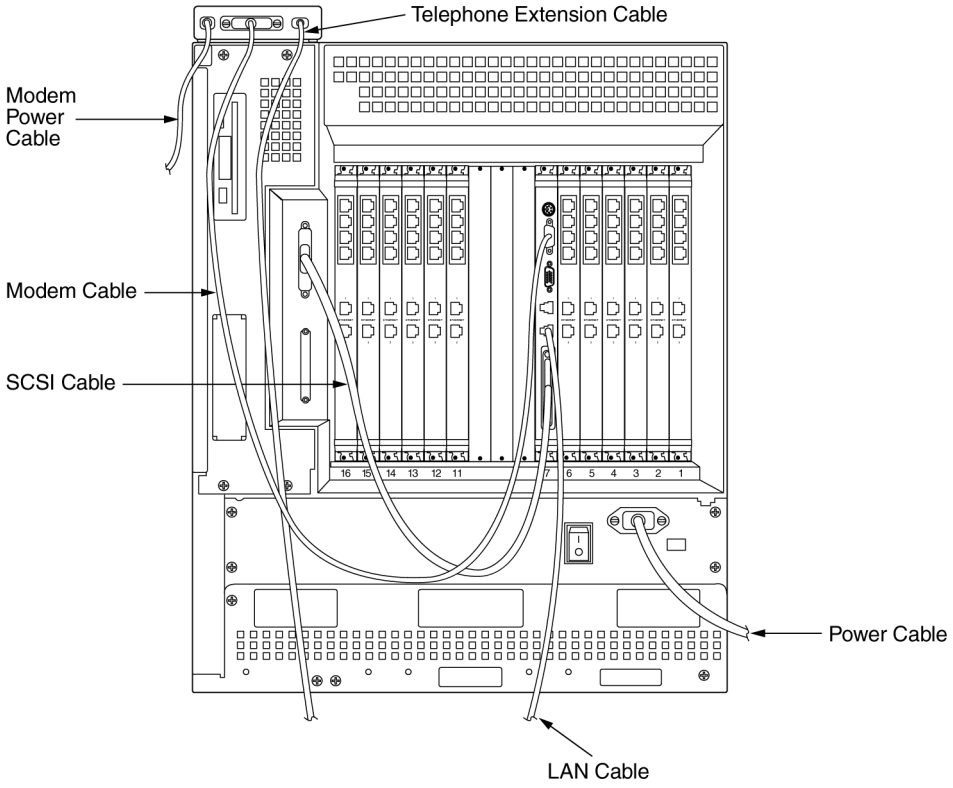
TCP/UDP port requirements

LAN attachment

MeetingPlace attaches to an Ethernet LAN. This connection provides all communication from the MeetingPlace 8112 or 8106 server to your network. There are two possible scenarios for using an Ethernet LAN cable:

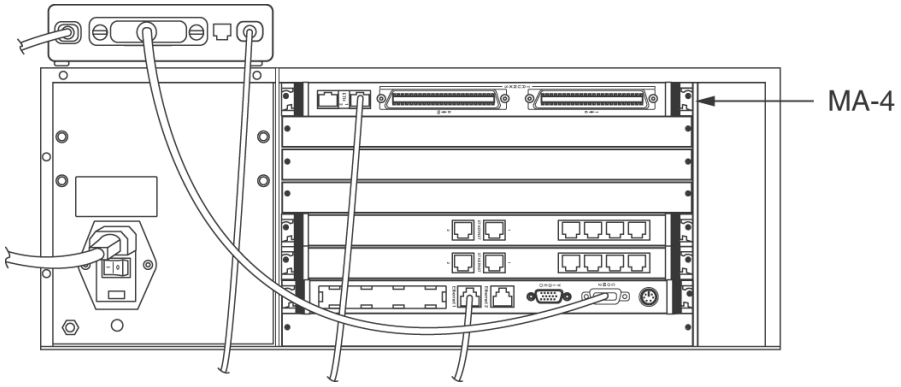
- Connection from MeetingPlace to your network
- Connection from MeetingPlace Multi Access Blade to your network (for all IP ports)

8112 The following illustration shows the location of both LAN cables on the back of the 8112 server.



LAN cables on back of 8112 server

8106 The following illustration shows the location of both LAN cables on the back of the 8106 server.



LAN cables on back of 8106 server

All servers configured for IP use are shipped with the necessary LAN cables used to connect the MeetingPlace MA-4 Blade to your network.

The following table describes the cable-specific requirements.

Country	LAN requirements
U.S. Canada Hong Kong	**CPU LAN Cable**: For twisted-pair Ethernet, 100Base-TX. Provide an RJ-45 connector. This cable is customer supplied. **NOTE** 10BaseT works, but is *not* recommended. **Multi Access Blade LAN Cable**: For twisted-pair Ethernet, 100Base-TX. Provide an RJ-45 connector. Cisco 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. **NOTE** Set your switch to auto-negotiate. If your switch does not support auto-negotiation, set it to 100 BaseT Full Duplex.
Japan	**CPU LAN Cable**: For twisted-pair Ethernet, 100Base-TX UTP. Provide an RJ-45 connector. This cable is customer supplied. **NOTE** 10BaseT works, but is *not* recommended. **Multi Access Blade LAN Cable**: For twisted-pair Ethernet, 100Base-TX. Provide an RJ-45 connector. Cisco 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. **NOTE** Set your switch to auto-negotiate. If your switch does not support auto-negotiation, set it to 100 BaseT Full Duplex.

LAN workstation minimum configuration

You must install additional MeetingTime software on Windows-based desktops for use by MeetingPlace end users, contacts, and attendants.

Sensitivity to network traffic

Because MeetingPlace is connected to the LAN network, traffic on the local LAN segment can affect MeetingPlace operations. In particular, a “broadcast storm” (one or more systems on a network segment continuously sends message packets to the local broadcast address) can bring a MeetingPlace system down for the duration of the storm. Unless the system manager is certain that broadcast storms will not occur, the MeetingPlace server should be partially isolated from the rest of the network.

To isolate the server, you can use an Ethernet router or switch. An Ethernet switch is usually simpler and less expensive than a router. Many switches include filtering mechanisms that control broadcasts. For example, the 3COM LinkSwitch 1000 temporarily shuts down any port that generates an abnormal number of broadcast messages. A MeetingPlace system connected directly to a filtering switch is virtually immune to broadcast storms.

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

NOTE A router-based solution implies creating a new LAN segment with its own IP address range.

External gateway options on your LAN

MeetingPlace Outlook Gateway, MeetingPlace Notes Gateway, MeetingPlace E-mail Gateway, MeetingPlace IP Gateway, MeetingPlace Directory Services Gateway, MeetingPlace Web, and MeetingPlace Network Backup Gateway 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 by TCP/IP over your LAN or WAN.

For descriptions of these gateways, see "Additional software options" on page 2-8.

Installation activities

You and your MeetingPlace support representative perform several different activities to install MeetingPlace. The following table summarizes these activities and indicates who is responsible for each one. A representative from Cisco Customer Support installs the hardware, connects it, and helps you with the software.

IMPORTANT SAFETY INSTRUCTIONS—SAVE THESE INSTRUCTIONS AND REQUIREMENTS

Warning **This unit is intended for installation in restricted access areas. A restricted access area can be accessed only through the use of a special tool, lock and key, or other means of security.** Statement 1017

Warning **Only trained and qualified personnel should be allowed to install, replace, or service this equipment.** Statement 1030

Warning **To avoid electric shock, do not connect safety extra-low voltage (SELV) circuits to telephone-network voltage (TNV) circuits. LAN ports contain SELV circuits, and WAN ports contain TNV circuits. Some LAN and WAN ports both use RJ-45 connectors. Use caution when connecting cables.** Statement 1021

Warning **The plug-socket combination must be accessible at all times, because it serves as the main disconnecting device.** Statement 1019

Warning **Do not work on the system or connect or disconnect cables during periods of lightning activity.** Statement 1001

Warning **Before working on a chassis or working near power supplies, unplug the power cord on AC units; disconnect the power at the circuit breaker on DC units.**

Warning **This product requires short-circuit (overcurrent) protection, to be provided as part of the building installation. Install only in accordance with national and local wiring regulations.** Statement 1045

Warning **Hazardous voltage or energy is present on the backplane when the system is operating. Use caution when servicing.** Statement 1034

Warning **Blank faceplates and cover panels serve three important functions: they prevent exposure to hazardous voltages and currents inside the chassis; they contain electromagnetic interference (EMI) that might disrupt other equipment; and they direct the flow of cooling air through the chassis. Do not operate the system unless all cards, faceplates, front covers, and rear covers are in place.** Statement 1029

Warning **Class 1 laser product.** Statement 1008

Warning **Do not stare into the beam or view it directly with optical instruments.** Statement 1011

DANGER

- 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.

WARNING Any changes or modifications to this equipment which are not expressly approved by Cisco Systems could void your right to operate the equipment.

NOTE For important safety instructions and requirements for your digital trunking, see "Attaching to the telephone network (8112)" on page 3-6 or "Attaching to the telephone network (8106)" on page 3-12.

Who installs MeetingPlace

The following table shows the people responsible for the each installation activity.

Activity	Description	Who does it
Check rack space	Ensure rack space is available for installing the server. Ensure 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 *Cisco MeetingPlace Audio Server Customer Engineer 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 MeetingPlace support representative
Load MeetingTime software	Load the MeetingTime system management software onto a LAN server or an individual workstation	You and MeetingPlace support representative
Begin populating database	Review information on the worksheets, and enter the system configuration and company-specific information. Enter your user profile.	You and MeetingPlace support representative
Verify the installation	Call MeetingPlace and schedule a meeting. Then attend it.	You and 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 created an import file, load it.	You and MeetingPlace support representative

Activity	Description	Who does it
Schedule training	The MeetingPlace support representative trains the end users, contacts, and attendants.	You and 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 use the system more extensively.	You and MeetingPlace support representative

Installation planning worksheets

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

Your MeetingPlace support representative will work with you to fill out the worksheets.

For these requirements	See
MeetingPlace site	"Worksheet 3-1 MeetingPlace site requirements" on page 3-35
MeetingPlace telephony for non-ISDN T1 lines (U.S., Canada, and Japan)	"Worksheet 3-2a MeetingPlace telephony requirements for non-ISDN T1 lines (U.S., Canada, Japan)" on page 3-36
MeetingPlace telephony for ISDN-PRI lines (U.S., Canada, and Japan)	"Worksheet 3-2b MeetingPlace telephony requirements for ISDN-PRI lines (U.S., Canada, Japan)" on page 3-38
MeetingPlace telephony (Hong Kong)	"Worksheet 3-2c MeetingPlace telephony requirements (Hong Kong)" on page 3-40
MeetingPlace telephony (Europe)	"Worksheet 3-2d MeetingPlace telephony requirements (Europe)" on page 3-42
MeetingPlace LAN (U.S., Canada, and Japan)	"Worksheet 3-3a MeetingPlace LAN requirements (U.S., Canada, Japan)" on page 3-44
MeetingPlace LAN (Hong Kong)	"Worksheet 3-3b MeetingPlace LAN requirements (Hong Kong)" on page 3-46
MeetingPlace IP Gateway	"Worksheet 3-4 MeetingPlace IP Gateway requirements" on page 3-48
MeetingPlace E-mail Gateway	"Worksheet 3-5 MeetingPlace E-mail Gateway requirements/ SMTP" on page 3-50
MeetingPlace Web	"Worksheet 3-6 MeetingPlace Web requirements" on page 3-52
MeetingPlace Outlook Gateway	"Worksheet 3-7 MeetingPlace Outlook Gateway requirements" on page 3-56
MeetingPlace Notes Gateway	"Worksheet 3-8 MeetingPlace Notes Gateway requirements" on page 3-59
MeetingPlace Directory Services Gateway	"Worksheet 3-9 MeetingPlace Directory Services Gateway requirements" on page 3-61
MeetingPlace IM Gateway	"Worksheet 3-10 MeetingPlace IM Gateway requirements" on page 3-63
MeetingPlace Network Backup Gateway	"Worksheet 3-11 MeetingPlace Network Backup Gateway requirements" on page 3-64

For these requirements	See
Multiserver meetings	"Worksheet 3-12 Multiserver meeting requirements" on page 3-65
Reservationless meetings	"Worksheet 3-13 Reservationless meetings requirements" on page 3-66

Worksheet 3-1 MeetingPlace site requirements

The following worksheet describes the MeetingPlace site requirements.

Action	Description	
1. MeetingPlace location	Select a location that fulfills the MeetingPlace system's operating requirements.	☐
2. Mounting MeetingPlace	Provide the necessary equipment to mount MeetingPlace properly: • Open rack • Closed rack/cabinet	☐
3. Additional requirements	Provide additional power outlets or other equipment required to accommodate the system: • Surge suppressor • Uninterrupted power supply (UPS) • Channel service unit (CSU) • Supplemental grounding wire and an appropriate facilities grounding terminal (**must be used at all times**)	☐
4. Cables and hardware	Obtain the necessary cables and other hardware not supplied with the system.	☐

Worksheet 3-2a MeetingPlace telephony requirements for non-ISDN T1 lines (U.S., Canada, Japan)

The following worksheet describes the telephony requirements for non-ISDN T1 lines for the United States, Canada, and Japan.

Action	Description	
1. Access ports	Number of access ports (user licenses) your company purchased: #_____	☐
2. Telephony setup	How MeetingPlace will attach to the telephone network: • Directly to PSTN (U.S. and Canada only) • Through a PBX	☐
3. T1 lines	Order T1 lines to accommodate the number of T1 ports purchased.	☐
4. Trunking type	The trunking type provided to the MeetingPlace system: Digital trunks	☐
5. PBX requirements	Order additional hardware or software for your PBX to accommodate new T1 lines.	☐
6. MeetingPlace phone number(s)	The main phone number (800 and/or local) at the beginning of the range.	☐
7. Digital line requirements	• Standard or fractional T1 • Channelized into 24 channels • Ability to receive calls • Ability to place calls (required for outdials and alarm outcalls) • Ability to hunt all ports (linear, circular, UCD, or ACD) • Toll restriction on ports lifted (required for outdials and alarm outcalls) • DTMF generated by all PBX or network phones, including the operator console • Male RJ-48C jack connector (U.S. and Canada only) **NOTE** PBX/Telco must provide disconnect supervision.	☐
	If using DID Meeting Access, the numbering plan for DID/DNIS or DDI, including ranges for Combined, Profile, and Direct Meeting Access.	☐
• Signaling	• E&M wink Start (default configuration) **NOTE** MeetingTime supports only line-side loop-start and Ground Start CAS protocols but supports both line-side and trunk-side Wink Start CAS protocols. • Ground Start from local Telco service • E&M Wink Start, DTMF digits, and DID/DNIS or DDI • Clear Channel • Loop start (OPS)	☐

Action	Description	
• Coding format	B8ZS (**strongly recommended**) *or* one of these: • Jammed Bit (bit stuffing) • AMI **NOTE** If AMI is used, the number of zeros (0) 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 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.	☐
• Framing	One of the following: • Extended super frame (ESF) (**strongly recommended**) • Standard super frame D4 (SF/D4) **NOTE** 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, Cisco recommends configuring T1 spans for ESF framing.	☐
• Additional hardware	Channel service unit (CSU) required for each digital T1 connection over 100 meters (330 feet), or from PSTN.	☐
8. Modem requirements	• Analog telephone line, or PBX connection • Pilot number, accessible from outside • RJ-11C connector	☐
9. Translation table	Translation table requirements for dialing restrictions.	☐

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)

Worksheet 3-2b MeetingPlace telephony requirements for ISDN-PRI lines (U.S., Canada, Japan)

The following worksheet describes the telephony requirements for ISDN-PRI lines for the United States, Canada, and Japan.

Action	Description	
1. Access ports	Number of access ports (user licenses) your company purchased: #_____	☐
2. Telephony setup	How MeetingPlace will attach to the telephone network: • Directly to PSTN (U.S. and Canada only) • Through a PBX	☐
3. ISDN-PRI lines	Order ISDN-PRI lines to accommodate the number of ISDN-PRI ports purchased	☐
4. Trunking type	The trunking type provided to the MeetingPlace system: Digital trunks	☐
5. PBX requirements	Order additional hardware or software for your PBX to accommodate new T1 lines.	☐
6. MeetingPlace phone number(s)	The main phone number (800 or local) at the beginning of the range.	☐
7. Digital line requirements	• Standard or fractional T1 • Channelized into 24 channels (with 23 B-channels and one D-channel in timeslot 24) • NFAS (Non-Facility Associated Signaling with one ISDN trunk controlled by the D-channel of another) is **not** allowed • Ability to receive calls • Ability to place calls (required for outdials and alarm outcalls) • Ability to hunt all ports (linear, circular, UCD, or ACD) • Toll restriction on ports lifted (required for outdials and alarm outcalls) • DTMF generated by all PBX or network phones, including the operator console • Male RJ-48C jack connector (U.S. and Canada only) **NOTE** PBX/Telco must provide disconnect supervision.	☐
	If using DID Meeting Access, numbering plan for DID/DNIS or DDI, including ranges for Combined, Profile, and Direct Meeting Access	☐
• Signaling	• AT&T TR41459 ISDN (default configuration) • Nortel DMS-100 ISDN • Bellcore NI-2 ISDN	☐

Action	Description	
• Coding format	B8ZS (**strongly recommended**), *or* one of the following: • Jammed Bit (bit stuffing) • AMI **NOTE** If AMI is used, the number of zeros (0) 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 can be sent to all channels at the same time, exceeding the 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.	☐
• Framing	One of the following: • Extended super frame (ESF) (**strongly recommended**) • Standard super frame D4 (SF/D4) **NOTE** 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, Cisco recommends configuring T1 spans for ESF framing.	☐
• Additional hardware	No channel service unit (CSU) required in Europe because the Telco provides its own.	☐
8. Modem requirements	• Analog telephone line, or PBX connection • Pilot number, accessible from outside • RJ-11C connector	☐
9. Translation table	Translation table requirements for dialing restrictions.	☐

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)

Worksheet 3-2c MeetingPlace telephony requirements (Hong Kong)

The following worksheet describes the telephony requirements for Hong Kong.

Action	Description	
1. Access ports	Number of access ports (user licenses) your company purchased: #_____	☐
2. Telephony setup	How MeetingPlace will attach to the telephone network: • Directly to PSTN • Through a PBX	☐
3. T1 lines	Order T1 lines to accommodate the number of T1 ports purchased.	☐
4. Trunking type	The trunking type provided with the MeetingPlace system: • Digital trunks—1.544 Mbps T1 • IDA—M service	☐
5. PBX requirements	Order additional hardware or software for your PBX to accommodate new T1 lines.	☐
6. MeetingPlace phone number(s)	The main phone number (800 and/or local) at the beginning of the range.	☐
7. Digital line requirements	• Standard or fractional T1 • Channelized into 24 channels • Ability to receive calls • Ability to place calls (required for outdials and alarm outcalls) • Ability to hunt all ports (linear, circular, UCD, or ACD) • Toll restriction on ports lifted (required for outdials and alarm outcalls) • DTMF generated by all PBX or network phones, including the operator console • Male RJ-45 jack connector **NOTE** PBX/Telco must provide disconnect supervision.	☐
	If using DID Meeting Access, numbering plan for DID/DNIS or DDI, including ranges for Combined, Profile, and Direct Meeting Access	☐
• Signaling	One of the following: • E&M Wink Start • E&M Wink Start, DTMF digits, and DID/DNIS or DDI • Loop start only	☐

Action	Description	
• Coding format	One of the following: • B8ZS (**preferred**) • Jammed Bit (bit stuffing) • AMI **NOTE** If AMI is used, the number of zeros (0) 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 can be sent to all channels at the same time, exceeding the 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.	☐
• Framing	One of the following: • Extended super frame (ESF) (**preferred**) • Standard super frame D4 (SF/D4) **NOTE** 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, Cisco recommends configuring T1 spans for ESF framing.	☐
• Additional hardware	Channel service unit (CSU) required for each T1 connection over 100 meters (330 feet) from Denmark; or from PSTN.	☐
8. Modem requirements	• Analog telephone line, or PBX connection • Pilot number, accessible from outside • RJ-11C connector	☐
9. Translation table	Translation table requirements for dialing restrictions.	☐

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)

Worksheet 3-2d MeetingPlace telephony requirements (Europe)

The following worksheet describes the telephony requirements for Europe.

Action	Description	
1. Access ports	Number of access ports (user licenses) your company purchased: #_____	☐
2. Telephony setup	How MeetingPlace will attach to the telephone network: • Directly to PSTN • Through a PBX	☐
3. E1 lines	Order E1 lines to accommodate the number of E1 ports purchased.	☐
4. Trunking type	The trunking type provided with the MeetingPlace system: Digital trunks	☐
5. PBX requirements	Order additional hardware or software for your PBX to accommodate new E1 lines.	☐
6. MeetingPlace phone number(s)	The main phone number (800 and/or local) at the beginning of the range.	☐
7. Digital line requirements	• Standard E1? • Channelized into 30 channels • Ability to receive calls • Ability to place calls (required for outdials and alarm outcalls) • Ability to hunt all ports (linear, circular, UCD, or ACD) • Toll restriction on ports lifted (required for outdials and alarm outcalls) • DTMF generated by all PBX or network phones, including the operator console • Male RJ-48C jack connector	☐
	If using DID Meeting Access, numbering plan for DID/DNIS or DDI, including ranges for Combined, Profile, and Direct Meeting Access	☐
• Signaling	One of the following: • Euro-ISDN (default configuration) • QSIG: either QSIG_ECMA (channels are numbered 1–30) or QSIG_ETSI (channels are numbered 1–15, 17–31)	☐

Action	Description	
• Coding format	One of the following: • HDB3 (**strongly recommended**) • AMI **NOTE** If AMI is used, the number of zeros (0) 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 can be sent to all channels at the same time, exceeding the 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.	☐
• Framing	One of the following: • CRC4 checking (**strongly recommended**) • Non-CRC4	☐
• Additional hardware	No Channel service unit (CSU) required in Europe, because the Telco provides its own.	☐
8. Modem requirements	• Analog telephone line, or PBX connection • Pilot number, accessible from outside • RJ-11C connector	☐
9. Translation table	Translation table requirements for dialing restrictions.	☐

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)

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

The following worksheet describes the LAN requirements for the United States, Canada, and Japan.

Action	Description	
Cable/connector requirements	**Connections from MeetingPlace server to your network:** For twisted-pair Ethernet, 100Base-TX. Provide an RJ-45 connector. 10Base-T works, but is *not* recommended. This cable is customer supplied. **Connection from MeetingPlace Multi Access Blade to your network:** • For twisted-pair Ethernet, 100Base-TX. Provide an RJ-45 connector. This cable is supplied by Cisco. • Cisco 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. **NOTE** Set your switch to auto-negotiate. If your switch does not support auto-negotiation, the recommended setting is 100BaseT Full Duplex.	☐
Desktop requirements	Provide a desktop system connected to your LAN with the following minimum configuration: • 133 MHz or higher Pentium (for Windows 2000) • Windows 98, NT 4.0 or later, or 2000 • 15MB available disk space • 16MB RAM (24MB RAM for Windows NT or 256MB RAM for Windows 2000) • Network Interface Card	☐
Host name	Name for MeetingPlace on your network.	☐
MeetingPlace IP address	Address of the MeetingPlace host on the network. **NOTE** When you request your IP address and hostname, ensure that your LAN Manager adds this to the name server(s).	☐
Subnet mask	Mask that completes the address for the MeetingPlace host.	☐
Broadcast address	Address used to broadcast packets on the local LAN segment.	☐
Default gateway	Address of the gateway that will accept and route information to the other networks.	☐
SNMP IP address	IP address for which traps will be sent for trap communities.	☐
Name server	Ensure all workstations running MeetingTime use a name server (DNS/WINS or local “hosts” table).	☐

Action	Description	
NTP server IP address	It is recommended that you time synchronize your MeetingPlace system with a Network Time Protocol (NTP) server. (For more information, see "Worksheet 4-8 System parameters" on page 4-50.)	☐
Broadcast traffic	• 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 the segment using a router.	☐
MeetingTime network requirements	• MeetingTime must be able to open a TCP connection on ports 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.	☐
MeetingTime LAN speed recommendations	To schedule and monitor small (2–10 participants) meetings: • Required: 28 kbs • Recommended: 40 kbs To monitor medium meetings (11–60 participants): • Required: 35 kbs • Recommended: 50 kbs To monitor large meetings (61–120 participants): • Required: 50 kbs • Recommended: 128 kbs	☐

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

The following worksheet describes the LAN requirements for Hong Kong.

Action	Description	
Cable/connector requirements	**Connections from MeetingPlace server to your network:** For twisted-pair Ethernet, 100Base-TX. Provide an RJ-45 connector. 10Base-T works, but is *not* recommended. This cable is customer supplied. **Connection from MeetingPlace Multi Access Blade to your network:** For twisted-pair Ethernet, 100Base-TX. Provide an RJ-45 connector. This cable is Cisco supplied. **NOTE** Set your switch to auto-negotiate. If your switch does not support auto-negotiation, the recommended setting is 100BaseT Full Duplex.	☐
Desktop requirements	Provide a desktop system connected to your LAN with the following minimum configuration: • 133 MHz or higher Pentium (for Windows 2000) • Windows 98, NT 4.0 or later, or 2000 • 15MB available disk space • 16MB RAM (24MB RAM for Windows NT or 256MB RAM for Windows 2000) • Network Interface Card	☐
Host name	Name for MeetingPlace on your network.	☐
MeetingPlace IP address	Address of the MeetingPlace host on the network. **NOTE** When you request your IP address and hostname, ensure your LAN Manager adds this to the name server(s).	☐
Subnet mask	Mask that completes the address for the MeetingPlace host.	☐
Broadcast address	Address used to broadcast packets on the local LAN segment.	☐
Default gateway	Address of the gateway that will accept and route information to the other networks.	☐
SNMP IP address	IP address for which traps will be sent for trap communities.	☐
Name server	Ensure all workstations running MeetingTime use a name server (DNS/WINS or local “hosts” table).	☐
NTP server IP address	It is recommended that you time synchronize your MeetingPlace system with a Network Time Protocol (NTP) server. (For more information, see “Worksheet 4-8 System parameters” on page 4-50.)	☐

Action	Description	
Broadcast traffic	• 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 congesting the link. • If broadcast and multicast traffic exceeds 100 packets/second, the MeetingPlace system should be isolated from the segment using a router.	☐
MeetingTime network requirements	• 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.	☐
MeetingTime LAN speed recommendations	To schedule and monitor small (2–10 participants) meetings: • Required: 28 kbs • Recommended: 40 kbs To monitor medium meetings (11–60 participants): • Required: 35 kbs • Recommended: 50 kbs To monitor large meetings (61–120 participants): • Required: 50 kbs • Recommended: 128 kbs	☐

Worksheet 3-4 MeetingPlace IP Gateway requirements

The following worksheet describes the MeetingPlace IP Gateway requirements.

Component	System requirements	
Call management server	One of the following: • Cisco CallManager (version 3.22 and above) configured to route calls to the MeetingPlace IP Gateway Windows server. • Avaya IP Communication Manager (version 1.3 and above) configured to route calls to the MeetingPlace IP Gateway Windows server. (For configuration information, go to the Customer Support Resource Center for Cisco MeetingPlace (http://support.latitude.com). • Cisco Proxy server 1.0 and above • Alcatel A5020 IP Softswitch • H.323 endpoints	☐
MeetingPlace Audio Server	• MeetingPlace 8112 or 8106 platform with MeetingPlace Audio Server 5.2 or higher • One primary IP address for communication with the MeetingPlace IP Gateway Windows server and other gateways and clients • Extra IP addresses for every 240 user licenses of IP. For example, if you have 960 user licenses of IP, you will require four IP addresses, with two IP connections (one per MA-16 Blade).	☐
Windows Server	• Windows server with the following minimum requirements: - 1 GHz Pentium III - 512 MB RAM, 4GB disk space • Windows 2000 or Advanced Server with Service Pack 4 or later and all corresponding Microsoft security patches installed • Network Interface Card • CD-ROM drive • Microsoft Windows Networking Support • TCP/IP protocol • One primary IP address for communication with the MeetingPlace server and the soft switch server (for example, Cisco CallManager or Avaya IP Communication Manager) **NOTE** If MeetingPlace IP Gateway and MeetingPlace Web are installed on the same system, you will require an extra IP address assigned to MeetingPlace Web (resulting in two IP addresses).	☐

Component	System requirements	
Network Requirements	For the Windows server to communicate with the MeetingPlace server, the following requirements need to be met: • The MeetingPlace system and MeetingPlace IP Gateway must be located on the same subnet. • The Windows server must be inside the corporate firewall and able to access the software switcher server using multiple TCP ports. • The Windows server must be able to open a TCP connection on port 5003 when connecting to a MeetingPlace conference server. • The secondary Ethernet connections (those connected to the IP blades, and not the second Ethernet port on the CPU card) on MeetingPlace must be connected to the same subnet as your corporate network where your IP phone is connected. For optimal voice quality, all Multi Access Blade connections must be 100Base-TX Ethernet. • If G.711codec is configured, a dedicated 100Mbps subnet is required for each MA-16 connection. Otherwise, the voice/audio quality can be diminished. • From the MeetingPlace IP Gateway standpoint, the IP address(es) of the MeetingPlace conference server must not be translated using a Network Address Translation routing scheme. • 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. Whenever the round trip latency exceeds 100ms or if there is more than 1% packet loss, a noticeable reduction in service quality should be expected.	☐
End User System	IP phone that supports G.711 or G.729a and is configured to work with one of the following: • Cisco CallManager • Avaya IP Communication Manager • a PSTN phone through a voice enabled router (for example, a Cisco 3600 series router) • SIP phones • Cisco Proxy Server version 1.0 and later **NOTE** If you use Microsoft NetMeeting, version 3.0 or later is required and it must support G.711 or G.729a.	☐

NOTE The MeetingPlace IP Gateway can be configured to use a “reverse connection” initiated by the Audio Server, which eliminates the need for incoming port 5003 to be open (would need to be open outgoing instead, which is typically not an issue). The “reverse connection” feature requires installation of GWSIM 5.0 or higher on each affected gateway.

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

The following worksheet describes the MeetingPlace E-mail Gateway requirements and SMTP.

Component	Description	
E-mail Gateway location	Select a location, such as your company's computer room, for your e-mail server or post office.	☐
MeetingPlace server requirements	• Microsoft Windows NT version 4.0 or later (Service Pack 4.0 or later) or Windows 2000 • TCP/IP connection to the MeetingPlace 8112 or 8106 server using a static IP address • Hardware: - 64 MP RAM or better - 15MB free disk space plus 100MB of additional space for temporary files like attachments and notifications - 233 MHz Pentium II processor	☐
MeetingPlace system	MeetingPlace 2000.2 (version 4.2.0) or later installed and running with the MeetingPlace Notification Option. Without these options, MeetingPlace E-Mail Gateway cannot distribute meeting notifications and attachments.	☐
Network requirements	For the Windows server to communicate with MeetingPlace, the following requirements must be met: • The Windows server must be able to open a TCP connection on ports 5001, 5003, and 5005 when connecting to the MeetingPlace server. • Port 25 must be open so that the gateway can connect to the SMTP 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 must not be interrupted by traffic congestion. Anytime the round trip latency exceeds 100ms or there is more than 1% packet loss, a noticeable reduction in service quality should be expected.	☐
Option key	• MeetingPlace system option is enabled for your e-mail system. • For Microsoft Mail, Microsoft Exchange, and other MAPI compliant e-mail systems, the option key name is E-Mail Gateway (SMTP).	☐
E-mail system	• SMTP-based, supported mail system (for example, Microsoft Exchange, Lotus, and Lotus Domino).	☐
Personal e-mail account	Verify that you have a personal e-mail account. You will need an e-mail account to test the MeetingPlace E-Mail Gateway.	☐

Component	Description	
Client e-mail software	Obtain the appropriate copy of the client software for your e-mail system.	☐
Authentication option	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.	☐

Worksheet 3-6 MeetingPlace Web requirements

The following worksheet describes the MeetingPlace Web requirements.

System	Description	
Server location	Select a location, such as your company's computer room, for your Web and audio servers.	☐
MeetingPlace Web server requirements	• Windows 2000 Server edition (SE) or Advanced Server edition with Service Pack 2 or higher, and all corresponding Microsoft security patches installed. **NOTE** 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.	☐
	• A Windows server dedicated to Cisco applications is required based on the number of user licenses (ports) in your MeetingPlace system. For up to 120 user licenses with MeetingPlace Web Conferencing Option installed: - 500 MHz Pentium III - 256 MB RAM - 9 GB disk space For over 120 user licenses with MeetingPlace Web Conferencing Option installed: - 1 GHz Pentium III CPU - 512 MB RAM - 12 GB disk space	☐
	• Microsoft Internet Information Server (IIS) 5.0	☐
	• Microsoft Windows Networking Support	☐
	• (Optional) CD-ROM drive for installation	☐
	• Network Interface Card	☐
	• TCP/IP protocol	☐
	• For presentations: - 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 an important limiting factor. For example, if the video driver for a server running MeetingPlace Web is set up to display 256 colors, images produced on that server are limited to 256 colors.	☐

System	Description	
	• (Optional) Additional disk space for voice/web recording: 700 MB per expected hour of recording over and above the base level	☐
MeetingPlace Audio Server	• MeetingPlace 2001 (version 4.3), MeetingPlace Audio Server, or Meeting Server 5.0.2 or later	☐
	• MeetingPlace WebPublisher Option Key	☐
	• MeetingPlace Data Conferencing Option key (required to perform application sharing and presentations)	☐
Network requirements	• The MeetingPlace system and the MeetingPlace Web Server must be located on the same subnet. • The Windows server must be able to open a TCP connection on ports 5001 and 5003, and 5005 when connecting to the primary MeetingPlace server. • On the Windows 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 must not be interrupted by traffic congestion. Anytime the round trip latency exceeds 100ms or there is more than 1% packet loss, a noticeable reduction in service quality should be expected. • For MeetingPlace load balancing, If internal and external MeetingPlace Web servers are sharing one database, TCP port 1433 must be open. **NOTE** Microsoft Network Load Balancing is not currently supported.	☐

System	Description	
SQL Server	One of the following: • SQL Server 2000 Desktop Engine Service Pack 2 (included with MeetingPlace Web) • SQL Server 2000 Service Pack 2 • SQL Server 7 Service Pack 3 **NOTES** • This is the last release of MeetingPlace Web that will support SQL Server 7. Service packs are available at: `www.microsoft.com/sql/downloads` • SQL Server Desktop Engine imposes a performance limit of eight simultaneous connections. This limitation will hamper the performance of MeetingPlace systems, particularly production systems, consider the use of a fully licensed SQL Server. • 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. Consult with your MeetingPlace Web support representative for more information.	☐
Audio conversion (optional)	Third-party audio server (for conversion of audio files into supported MeetingPlace formats) • RealServer (version 7 or 8) • Windows Media Server (version 4) **NOTE** A third-party audio server is not required to convert audio flies into WAV format.	☐
MeetingPlace load balancing (optional)	• All participating MeetingPlace Web servers in the same internal cluster must point to the same MeetingPlace server. • All participating MeetingPlace Web servers in the same external cluster must point to the same MeetingPlace server. • All participating MeetingPlace Web servers in an internal cluster must share the same SQL Server database. • All participating MeetingPlace Web servers in an external cluster must share the same SQL Server database. **NOTE** Recommended configuration is two SQL Server databases, one for the internal cluster and one for the external cluster. Because MeetingPlace does not support the use of only one SQL Server database (either internal or external), this is not recommended.	☐

System	Description	
Windows end user requirements	For web conference viewing and hosting using WebShare or a T.120 compliant application: • Operating systems: - 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 • One of these Java-enabled web browsers running on the above: - 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 **NOTE** Enabling the Java plug-in Netscape Navigator 4.7x browsers is not supported. • (Optional) Microsoft NetMeeting (version 3.01) or other T.120 application installed • (Optional) Audio player: - RealAudio Player (version 7 or 8) - Windows Media Player (version 6 or later)	☐

Worksheet 3-7 MeetingPlace Outlook Gateway requirements

The following worksheet describes the MeetingPlace Outlook Gateway requirements.

System	System requirements	
Exchange Server	• Exchange Server version 5.5 (Service Pack 4) or 2000 (Service Pack 2) installed and running. • An Exchange mailbox for MeetingPlace Outlook Gateway. If this mailbox does not exist, create a mailbox account on the Exchange Server with the following restrictions and assign a Windows account to the mailbox: - The logged in user should have access to the default Outlook profile. - The Outlook profile must be configured before installing MeetingPlace Outlook Gateway. - The Exchange mailbox password must always be identical to the Gateway Settings parameter for the MeetingPlace Outlook Gateway service. **NOTES** • The primary Windows account for the mailbox and the Exchange alias must match. • The Exchange Server and the MeetingPlace Outlook Gateway service component must reside on separate systems.	☐
MeetingPlace Audio Server	• MeetingPlace 2001 (version 4.3) or MeetingServer 5.0.x installed and running with the following options enabled: - Calendar and Notification. For information on enabling these option keys, see the *MeetingPlace Outlook Gateway System Manager's Guide*. • MeetingPlace PCI systems that are not networked together must each have their own copy of MeetingPlace Outlook Gateway installed. • MeetingPlace 8112 systems on separate networks must each have their own copy of MeetingPlace Outlook Gateway installed.	☐
Windows server (hardware requirements)	**For MeetingPlace Outlook Gateway with MeetingPlace Web (required for full functionality or for Client Services only):** • A Windows server dedicated to MeetingPlace applications based on the number of user licenses (ports) on your MeetingPlace system. • TCP/IP connection to the MeetingPlace Audio Server. **NOTE** See the *MeetingPlace Web System Manager's Guide* for minimum specifications based on the number of user licenses (ports) on your MeetingPlace system.	☐

System	System requirements	
	For MeetingPlace Outlook Gateway *without* MeetingPlace Web (for Notification Services only): • Minimum hardware: - 256 MB RAM - 2.5 GB free disk space - 400 MHz Pentium II processor • TCP/IP connection to the MeetingPlace Audio Server **NOTE** It is not recommended that MeetingPlace Outlook Gateway be installed on a Domain Controller.	☐
Windows server (software requirements)	• Microsoft Windows 2000 Server edition or Advanced Server edition (Service Pack 2 or higher) • NT File System (NTFS) with >2.5GB free space available • Microsoft IIS 5.0 • One of the following Microsoft Outlook clients installed and configured to log into the Exchange mailbox: - Outlook 98, Outlook 2000 (Service Release 1 and Service Pack 3) with Collaboration Data Objects (CDO) installed **NOTES** • Your default mail client must be set to Microsoft Outlook. • The Outlook client must be completely installed to the local drive. Network installations are not supported. • MeetingPlace Outlook Gateway does not support “thin clients” (such as Citrix or Terminal Server) • The Windows server and the Exchange Server should belong to the same domain unless they have a trust relationship between them. • For auto-authentication, MeetingPlace Directory Services must be installed with the Network Credentials field populated or the user’s network login must match the MeetingPlace user ID. For more information on auto-authentication, see the *MeetingPlace Outlook Gateway System Manager’s Guide*. • If you are planning to use Microsoft Outlook 2000 on the MeetingPlace Outlook Gateway machine, you *must* ensure that CDO is loaded. CDO is not loaded by default when loading Office 2000. It must be manually selected as an option during setup.	☐

System	System requirements	
Network requirements	For the Windows server to communicate with the MeetingPlace Audio Server, the following requirements need to be met: • **In a networked PCI environment,** the Windows server must be able to open a TCP connection on port 5003 when connecting to the primary MeetingPlace Audio Server and port 5005 when connecting to each additional MeetingPlace audio server. • **In a standalone PCI or 8112 environment,** the Windows server must be able to open a TCP connection on ports 5003 and 5005 when connecting to the primary MeetingPlace Audio Server. • From the point of view of the Windows server, the IP address of the MeetingPlace Audio Servers must not be translated using a network address translation scheme. • Connectivity between the Windows server and its host MeetingPlace audio 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 can be expected.	☐
End user system	• Windows 98, NT 4.0 (Service Pack 6a or later), 2000, ME, or XP operating system • An HTTP connection to the MeetingPlace Outlook Gateway • Microsoft Outlook 98 (with Archive Patch), Outlook 2000, or Outlook XP • Hardware: - 300 MHz Pentium II - 2 MB available disk space and 32 MB RAM **NOTE** To download the Microsoft Outlook 98 Archive Patch, go to the Microsoft web site at: http://office.microsoft.com/downloads/9798/arch98en.aspx	☐

Worksheet 3-8 MeetingPlace Notes Gateway requirements

System requirements depend on whether you are installing MeetingPlace Web with MeetingPlace Notes Gateway. Installation of MeetingPlace Web (release 4.2.7.101 or later) is required if you want to schedule meetings through MeetingPlace Notes Gateway.

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

The following worksheet describes the MeetingPlace Notes Gateway requirements.

System	Description	
Network requirements	• **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. • **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. • On 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 from traffic congestion. Anytime the round trip latency increases past 100ms or there is more than 1% packet loss, a noticeable reduction in service quality should be expected. • Port 80 must be open from the Domino server to the MeetingPlace Notes Gateway. This requirement applies to all Domino servers that will participate in front-end scheduling.	☐
Domino server	• The Domino server and MeetingPlace Notes Gateway must reside on separate systems. • Domino server version 5.0.9a or later installed and running. • A user account for MeetingPlace Notes Gateway. When setting up this user account, do not enter a first name for the account. Instead, enter *MeetingPlace* for the account last name.	☐

System	Description	
MeetingPlace system	• MeetingPlace 2001 (version 4.3) or MeetingPlace Audio Server 5.0.x with the following option keys: - Notification option - MeetingPlace Notes Gateway - MeetingPlace WebPublisher Option Key (only required for front-end scheduling) • MeetingPlace systems not networked together (or on separate networks in the case of 8112 or 8106 servers) must each have their own MeetingPlace Notes Gateway. • Ensure the User Name field in each user's Domino account matches the E-mail Address field in their MeetingPlace profile.	☐
End user systems	Notes 5.0.9a installed and running. **NOTE** MeetingPlace Notes Gateway does not guarantee support of all mail templates issued by Lotus Notes. For the Cisco template support strategy, see the *MeetingPlace for Notes 4.2.7 Release Note*.	☐
Windows server (hardware and software requirements) for MeetingPlace for Notes 4.2.7 *without* MeetingPlace Web (back-end functionality only)	• Minimum hardware: - 1GHz Pentium III processor - 512MB RAM - 18GB HDD • TCP/IP connection to the MeetingPlace server • Windows 2000 Server edition (SP2) or Advanced Server edition (SP2) installed • Lotus Notes client version 5.0.9a installed and set up to use the MeetingPlace Notes Gateway account. This Notes client must have opened and viewed its mail database before MeetingPlace Notes Gateway is installed • Microsoft IIS 5.0. The CGI-bin directory on this web server cannot be password protected	☐

Worksheet 3-9 MeetingPlace Directory Services Gateway requirements

The following worksheet describes the MeetingPlace Directory Services Gateway requirements.

System	Description	
Windows server requirements	• Windows 2000 server/workstation or Advanced Server edition (with Service Pack 2). • 500MHz Pentium II/III processor • 512MB RAM • Hard drive with minimum 4GB available space (for installation and suspense files) • NFTS partition • Network Interface Card (100 Mbps) • CD-ROM drive for software installation • Microsoft Windows Networking Support • Microsoft Internet Explorer (version 5.0 or later for recommended backup process) • VGA (1028 x 768) display (SVGA recommended) **NOTES** • The Windows 2000 account must log on as *service* on the gateway machine. • MeetingPlace Directory Services Gateway may reside on the same server as another MeetingPlace gateway if the user directory contains fewer than 10,000 records.	☐
MeetingPlace server	• MeetingPlace 2000.2 (version 4.2.1 or later) • MeetingPlace Directory Services Gateway license key	☐
Network requirements	• TCP/IP protocol installed and running. • TCP/IP port 389 is required to for MeetingPlace Directory Services to communicate with the corporate directory. • Connectivity between the MeetingPlace Directory Services Gateway server and the MeetingPlace server must be high quality and must not be interrupted by 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.	☐

System	Description	
End user requirements	One of these directory servers: • Netscape LDAP Directory version 4.0, 4.1, or 4.1.2 • Microsoft Active Directory • Netscape iPlanet LDAP Directory version 5.0 **NOTES** • You must 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. • You must have the following rights on the AD Domain: - Replication directory changes rights (extracting domain) - Replication synchronization rights - Read rights on this domain (extracting domain)	☐

Worksheet 3-10 MeetingPlace IM Gateway requirements

The following worksheet describes the MeetingPlace IM Gateway requirements.

Before you install MeetingPlace IM Gateway, the following must be up and running:

- MeetingPlace Audio Server 8112 or PCI (MeetingPlace 2001 version 4.3, MeetingServer 5.0, MeetingServer 5.0.2, or MeetingServer 5.1) running as Customer Premised Equipment (CPE) must be installed and running before installing MeetingPlace IM Gateway
- One or two MeetingPlace Web server(s) running version 4.3.0.100.1, installed behind the corporate firewall and/or in a DMZ. Depending on expected loads, the MeetingPlace IM Gateway Connector component can be installed on a machine with MeetingPlace for Outlook.
- Sametime Server (if Sametime clients will be used).
- Instant Messaging client on end-user machines: Sametime 3.0; Yahoo! Messenger (all versions); AOL (all versions); and/or MSN (all versions).

FaceTime IM Director® requirements	Description	
Existing deployment	• **If IM Director is not currently deployed,** use the requirements (including an SQL Server database) for FaceTime IM Director, listed in the *FaceTime IM Director® 1.1 Planning and Implementation Guide* on the MeetingPlace FaceTime Connector CD. Requirements for the Sametime Connector component are also in this guide. For both components, use only the minimum (required) system requirements listed, *not* the recommended ones. • **If you purchased IM Director 1.1 separately from MeetingPlace IM Gateway,** the system requirements for the FaceTime component of MeetingPlace IM Gateway are met if IM Director 1.1 is installed and running. • **If IM Directory 1.0 is currently deployed,** purchase IM Director 1.1 from the same place you purchased IM Director 1.0, and then perform the upgrade. After upgrading, system requirements for the FaceTime component of MeetingPlace IM Gateway are met. **NOTE** For information about separate purchase or upgrade of FaceTime software, contact FaceTime Communications.	☐
Hardware requirements	Hardware as required per the documentation for the components listed above.	☐
Software requirements	Software as required per the documentation for the components listed above.	☐

Worksheet 3-11 MeetingPlace Network Backup Gateway requirements

The following worksheet describes the MeetingPlace Network Backup Gateway requirements.

Component	System requirements	
MeetingPlace Network Backup Gateway	• MeetingPlace Network Backup Gateway version 5.2 • One LAN PC onto which to back up the MeetingPlace files (customer supplied), or a network server	☐
MeetingPlace server	• MeetingPlace 8112 or 8106 platform with MeetingPlace Audio Server 5.2 or higher	☐
Windows server	• Windows server with the following minimum requirements: - 450 MHz Pentium III - 256 MB RAM, 4GB disk space • Windows 2000 or Windows NT 4.0 (requires service pack 4.0 or later) • Network Interface Card • CD/DVD drive • Microsoft Windows Networking Support • TCP/IP protocol • One primary IP address for communication with the MeetingPlace server and the MeetingPlace Network Backup server	☐
Network requirements	For the Windows server to communicate with the MeetingPlace server, the following requirement must be met: • The MeetingPlace system and the MeetingPlace Network Backup Gateway must be located on the same subnet	☐

Worksheet 3-12 Multiserver meeting requirements

The following worksheet describes the requirements for scheduling and conducting multiserver meetings. For more information about preparing for multiserver meetings, see Chapter 8 in the *Cisco MeetingPlace Audio Server 5.2 System Manager's Guide*.

Action	Description	
System requirements	• Make sure all MeetingPlace servers are running MeetingPlace 2000 (version 4.1.3) or higher • If multiserver meetings will be scheduled using MeetingPlace Web, make sure that systems participating in the multiserver meeting have MeetingPlace Web Conferencing (version 4.2.5 or higher) installed.	☐
Scheduling requirements	• For each user who will schedule multiserver meetings, provide a user profile on *each* MeetingPlace server. • Enable the user profiles of those who will 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: - Users must use 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, 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.	☐
Recommended server configuration	• Make sure all MeetingPlace servers are time synchronized using a Network Time Protocol (NTP) server. • Make sure all servers are properly named across all MeetingPlace systems. • Record a voice name for the other MeetingPlace servers. • Set the same guard times on all MeetingPlace servers. • 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.	☐

Worksheet 3-13 Reservationless meetings requirements

The following worksheet describes the system requirements for conducting reservationless meetings. For more information about preparing for reservationless meetings, see the *Cisco MeetingPlace Audio Server 5.2 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. Cisco offers several capacity assurance programs to provide additional capacity at no cost to the customer. For more information, contact your customer support representative.

Action	Description	
System requirements	MeetingPlace 8112 or 8106 platform with MeetingPlace Audio Server system software version 5.0.2 or higher.	☐
Configuration	The port (group) must be configured for "Combined Access" and a command line utility (*mtgmode*) must be run.	☐
Reservationless meetings with web conferencing	If reservationless meetings will include access to web conferencing: • MeetingPlace Web 3.0 must be installed. For requirements, see "Worksheet 3-6 MeetingPlace Web requirements" on page 3-52. • Windows 2000 server is required for dedicated use as a web conferencing server.	☐

The Reservationless Meetings feature is available for the following languages: U.S. English, U.K. English, French (Canada), Japanese, French (France), German, Portuguese (Brazil), and Spanish (Americas).

4 Database planning

This chapter describes the categories of information you need for configuring MeetingPlace:

- "Company-specific information" on page 4-1
- "System configuration information" on page 4-2
- "Database planning worksheets" on page 4-20, to help you gather the information you need to populate the MeetingPlace database.

The MeetingPlace database includes four types of information, as described in the following table.

Information type	Description
Company-specific information	Tailors MeetingPlace for your company. It includes general information, administrative information, and information that controls meeting scheduling. See the next section, "Company-specific information"
System configuration information	Identifies the MeetingPlace hardware and software. It also describes the interface between your system, the telephone network, and the LAN. See "System configuration information" on page 4-2.
User information	Identifies who has access to the MeetingPlace functions and which system functions are available to each person. See "User information" on page 4-7.
Meeting settings information	Identifies the various meeting categories that have been created. See "Database planning worksheets" on page 4-20.

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 following table describes the information you need to:

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

Information	Description
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 conference ports on your system can be reserved for meetings at one time.
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 determine 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 allowed regardless of guard times. The guard time for reservationless meetings is equal to 0 (zero). For more information, see the *Cisco MeetingPlace Audio Server 5.2 System Manager's Guide*.
Company information	Company information describes your organization, such as your company name, address, and the names and telephone numbers of people who will be primary contacts for MeetingPlace service representatives, and whom to call when you need help with MeetingPlace.
Flex fields	System managers can customize specific meeting fields to your particular business needs. Use flex fields to track company- or site-specific information by profile or meeting. Flex fields record information to specify the type of field, title associated with the field, import title used for reporting, protection level of the field, whether users must choose field 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
- 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 callers.

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

This section describes the information you need to:

- Assign an access type to each MeetingPlace port
- Decide whether to define port groups

MeetingPlace port access types

The MeetingPlace services available to callers are determined by the port access type that MeetingPlace assigns to the call. MeetingPlace includes four port access types, as described in the following table.

Port access type	Description
Meeting access	Allows callers to attend meetings.
Profile access	Allows callers to attend meetings, schedule meetings, and listen to recorded meetings and messages, and change information in their user profiles. For more information, see "User information" on page 4-7. Callers without user profiles cannot schedule meetings and do not have user profile privileges.
Combined access	Available only to users with user profiles. Combined access allows callers to attend meetings, schedule meetings, listen to recorded meetings and messages, and change information in their user profiles.

When MeetingPlace receives dialed number information (DID/DNIS), 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 that MeetingPlace assigns to a call is determined by the access type you assign to the port that is handling the call.

Defining telephony access

The following table describes the telephony access by country.

Country	Telephony access
 U.S.  Canada	MeetingPlace can receive dialed number information (DID/DNIS or DDI information) when it is connected to the telephone network through 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.
 Hong Kong	MeetingPlace can receive both DNIS and Automatic Number Identification (ANI) when it is connected to the telephone number through T1 PRI trunks.

Country	Telephony access
European Union	MeetingPlace can receive both DDI/DNIS and ANI/CLI (the European equivalent of ANI) when it is connected to the telephone network through E1 PRI trunks.

For example, you can assign the following:

- Meeting access to one block of numbers to reserve those numbers for callers who only want to attend a meeting
- 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 must decide how many numbers to reserve for each use. If MeetingPlace does not receive dialed number information, the configuration information you provide for each port determines the port access types.

Creating port groups

To configure multiple ports at one time, organize ports into port groups. The configuration information you enter for the port group, which includes a port access type, applies by default to all ports assigned to the group in the absence of either individual port configuration information or a DID/DNIS access plan.

Keep the following points in mind:

- Port groups are optional, although a port must belong to a port group to be used for outdial.
- Default port groups are assigned as follows:

Port group	For
0	PSTN
1	IP
2	E1
3	T1 PRI

Configuring individual ports

Some configuration information for individual ports is included in a port group definition. Unless you want different information for an individual port than for the group, you only provide this information for the group. Individual port information takes precedence over port group information.

Port configuration information includes a port access type. When MeetingPlace receives dialed number information, the DID/DNIS access plan determines which type is assigned to a call. If, however, the system cannot use the DID/DNIS or DDI information it receives from the network (for example,

the network passes incorrect digits to MeetingPlace), the configuration information you provide for individual ports determines the port access type.

If your system does not receive dialed number information, decide which 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 a SNMP management tool, you can configure this feature to give you network status information and management access to MeetingPlace through your network management system. Trap messages are sent to all configured trap community addresses in the following circumstances:

- The system starts up (coldstart trap)
- The system generates an alarm (there several different trap types)

The MeetingPlace SNMP option consists of two components that you must configure:

- *Network Management Information*, which determines the UDP port number used for SNMP queries and allows SNMP queries to be disabled (for higher security).
- *Network Management Communities*, which determine the IP address(es) where trap messages will be sent and the community names used for queries (like a password).

NOTE You must load MIB files into your monitoring system and configure them for the trap messages to display properly. For more information, see Chapter 4 in the *Cisco MeetingPlace Audio Server 5.2 System Manager's Guide*.

Server configuration

Using the Server and NS Site Configuration topics, 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.

Using the Other MeetingPlace Servers topic, you enter information about your company's other MeetingPlace servers if you conduct multiserver meetings, whether manual or automatic. These other servers may be geographically dispersed in other states or countries. For more information about multiserver meetings, see Chapter 8 in the *Cisco MeetingPlace Audio Server 5.2 System Manager's Guide*.

MeetingPlace port types

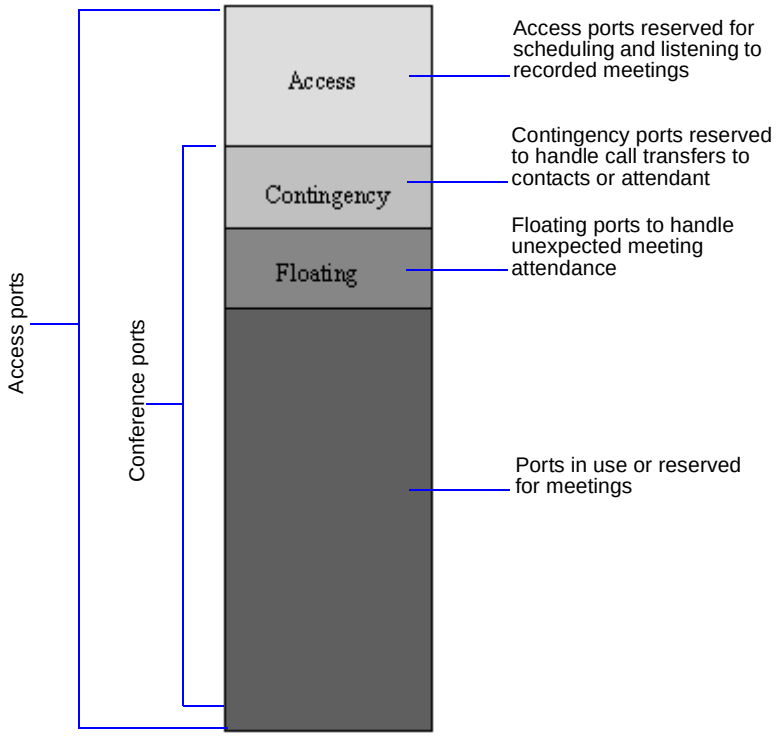
The ports that connect MeetingPlace to the telephone network are classified as *access ports* and *conference ports*. All ports are access ports, and a subset of your access ports are also preconfigured as conference ports. However, there is no physical difference between an access port and a conference port.

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 preconfigured as conference ports and the system requires all available ports, it takes them all. Except for the people attending meetings, no callers can reach MeetingPlace (for example, to schedule a meeting).

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

- Some conference ports are classified as *contingency ports*. The system keeps these ports in reserve so that people who are participating in a meeting can reach a contact or attendant for assistance. A meeting scheduling parameter determines how many ports in your system are contingency ports.
- Some remaining conference ports are classified as *floating ports*. Floating ports float between meetings, and are used when an additional caller joins a meeting that is already full. A meeting scheduling parameter determines how many ports are floating ports.
- Sometimes your access ports are not all preconfigured 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.

The following illustration shows the uses for access ports and conference ports.



Access ports and conference ports uses

User information

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

Because multiple users might share common attributes, the database includes user groups, with which you enter information for several users simultaneously. You can also import profile information from another database (for example, from your voice-mail or e-mail system).

IMPORTANT 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 do not need user profiles.

NOTES

- Synchronization between the MeetingPlace database and a corporate database is automatic if you have MeetingPlace Directory Services Gateway installed. For more information, see the *MeetingPlace Directory Services Gateway System Manager's Guide*.
- If no value is specified for a user group field, the default is the value for that field in the guest profile. Ensure you have the correct information by reviewing the guest profile settings before you enter user profiles and user groups.

Creating user groups

When you have several users with common attributes, create a user group with those attributes. Then, assign the individual users to the user group. Doing so saves the time and energy of creating and maintaining duplicate information, and reduces errors. The information defined for the user group applies to every user who belongs to the group. (For information about defining user profiles, see "Creating user profiles" on page 4-10.)

Each person who belongs to the user group must also have an individual user profile. When their profile information differs from the information for their user group, the user profile information takes precedence.

It is recommended that you create user groups *before* you create user profiles.

To set up user groups, you can do either of the following:

- Set up groups based on a user's class of service (as described in "Planning for groups and teams" on page 4-8).
- 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.

Planning for groups and teams

As you plan a database, understanding the differences between the following terms is important:

- *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 billing codes). Users are assigned to only one group.

The following table shows user groups defined by class-of-service. (Class-of-service is noted by shaded rows.)

	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
Meeting Recording Defaults			
Able to record mtgs?	No	Yes	Yes
Record meetings?	No	Yes	Yes
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

	Sample 1: Restricted users	Sample 2: Standard users	Sample 3: Executive users
Restrictions			
Scheduling restrictions	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	Non	Your choice	Your choice

Creating user profiles

Any user who will schedule meetings in MeetingPlace must have a user profile. User profiles identify each user to the system and classify the system access that each user requires.

The classification assigned to a user determines which MeetingPlace features the user can access. When users attend meetings, MeetingPlace identifies them by their user profiles and assigns them privileges based on their profiles. For example, a profile determines whether a person can outdial during a meeting.

To allow 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. System managers can modify the guest profile but they cannot delete it.

The guest profile acts as a template. When you create a user profile, the profile derives its attributes from the guest profile. 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. The following table suggests values to assign to user IDs and profile numbers that will be easy for your users to remember.

Profile field	Suggested value
User ID	Network logon, first name followed by last initial, or e-mail address
Profile number	Employee number or telephone/extension number

After you create user profiles, users can change their meeting preferences.

Each person's user profile includes a time zone setting. Set the time zone to reflect the geographical location in which users do business. When a user schedules a meeting, MeetingPlace uses the home time zone setting to determine the time. For guest profiles, set the time zone to the location of the MeetingPlace system.

NOTES

- For a description of each parameter in a user's profile, see "Worksheet 4-14 Other MeetingPlace servers" on page 4-60.
- One of the most important settings in the guest profile is whether to allow users to outdial. To help prevent unauthorized outdialing from your system, it is recommended that guest participants not be allowed to outdial.
- Reservationless meetings use profile numbers as reservationless meeting IDs. When the Reservationless Meetings feature is turned on, profile numbers cannot match existing meeting IDs. If you try to create a profile number that matches an existing meeting ID, the system notifies you of the conflict. To resolve the conflict, either change the meeting ID or assign a different profile number for the user.

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 voice-mail directory, or a human resources database, you can import the profile information directly into the MeetingPlace database. Use either of these options:

- "MeetingPlace Directory Services Gateway" on page 4-11
- "Manual file import" on page 4-12

MeetingPlace Directory Services Gateway

Using a directory service, a company can store information about all its resources and personnel in one place, and allow other applications to access that information from a single source. Directory services decrease the cost of managing information, which increases control and consistency of information, and makes security uniform across applications.

MeetingPlace Directory Services Gateway 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 through Lightweight Data Access Protocol (LDAP).

Information about new employees is entered into the corporate directory when they join the company. MeetingPlace Directory Services Gateway detects the addition and instantly creates a profile for new employees. As employees change departments and offices, their contact information changes. To ensure that MeetingPlace has the most accurate information, changes to a person's information in the corporate directory are recognized and replicated on MeetingPlace Directory Services Gateway. These automatic profile updates ease system use and limit calls to the help desk.

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

Manual file import

If you do not have MeetingPlace Directory Services Gateway installed, you must complete a manual file import. To simplify this process, you can import only those fields that contain profile- or group-specific information, such as user IDs, profile numbers, group names, group numbers, and contact information (such as e-mail addresses and phone numbers).

Before you perform a manual file import, keep the following points in mind:

- Any fields not included in the import file automatically derive their value from either the guest profile or the user group to which the user has been assigned.
- If you do not assign users to groups, make sure the settings in the guest profile are correct for the users you add to the system. For example, to allow users to outdial from meetings when the value of the guest profile's Can Call Out from Mtgs parameter is *No*, change this setting in the guest profile before importing the profiles. After importing, make sure the values for the guest profile are correct.
- If you assign users to groups, you must include the Group Name or Group Number field in the import file.
- You must use unique values for the user ID and profile number. For example, if you import the data from your voice-mail system, use each person's telephone number as the profile numbers. If an e-mail system database is your source, 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.

NOTES In the following table:

- Items marked with an asterisk (*) identify user-specific fields. These are the most important fields to include in the import file when adding users to the system.

- Items marked by two asterisks (**) identify group-specific fields. These are the most important fields to include in the import file when adding groups to the system.
- Use the entries in the **Field length** column for fields whose value length is limited.
- For the **Type of value or value choices** column, active values can be *y* or *yes*; *n* or *no*; *gd* or *group default*. Values are not case sensitive.

For the First Search, Second Search, and Third Search fields, entering *gd* in any of these fields automatically enters the same value in the other two search fields. (For example, entering *gd* in First Search enters *gd* in the Second Search and Third Search fields.)

Field	Abbreviation	Field length	Type of value, or value choices
First name*	Fnm	17	Alphanumeric
Last name*	Lnm	17	Alphanumeric
User ID*	Uid	17	Alphanumeric
Encrypted user password	EncryptedUserPWD	11	Users cannot edit this field. This is a read-only field used to re-import encrypted passwords previously exported from MeetingPlace.
Last changed	Wfpasswordlastchanged	—	MM/DD/YYYY HH:MM
Profile number*	Prfnum	17	Numeric
Encrypted profile password	EncryptedProfilePWD	11	Users cannot edit this field. This read-only field is used to re-import encrypted passwords previously exported from MeetingPlace.
Last changed	Vupasswordlastchanged	—	MM/DD/YYYY HH:MM
Type of user*	Utype	—	enduser/contact/attendant/ sysmgr
Internet e-mail address*	InternetEmailAddr	127	Alphanumeric
Time zone*	Tzcode	—	Numeric—group default See Appendix A, "Time zone import codes," for numeric values of time zones. In MeetingTime, use the Time Zone Import Codes selection in the Configure tab.

Field	Abbreviation	Field length	Type of value, or value choices
Phone number*	Phnum	32	Numeric Allowed characters: ( ) , - “ ” space
Alternate phone number*	AltPhNum	32	Numeric Allowed characters: ( ) , - “ ” space
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
Second Search	2ndSearch	—	none/main/alternate/pager/gd
Third Search	3rdSearch	—	none/main/alternate/pager/gd
User active?	Uactive	—	yes/no/locked/group default
Group name**	Name	11	Alphanumeric
Group number**	Grpnum	17	Numeric
Abbreviated prompts	Abbprmpts	—	yes/no/group default
Billing code	Bcode	17	Alphanumeric—group default
Default mtg category	Meetingcategory	—	Alphanumeric (name of existing meeting 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	Playattlstfifo	—	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 to 500/ 10000 (unrestricted)/ group default
Can call out from mtgs?	Cndial	—	yes/no/group default
Can call other servers?	Fcaninviteremoteservers	—	yes/no/group default

Field	Abbreviation	Field length	Type of value, or value choices
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 to 15/ group default
Entry announcement	Annentry	—	beepname/beep/none/group default
Departure announcement	Anndpart	—	beepname/beep/none/group default
Screened entry	Screntry	—	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?	Fstartpeopleinvwr	—	AdmitAsListeners/ StartInWaitingRm/ StartMtgWithFloorOpen/ group default
Scheduling restriction	Maximmedmtgsperday	—	Numeric—0 to 50/ 10000 (unrestricted)/ 10001 (cannot schedule)/ group default
Max mtg length (min)	Maximummeetinglength	—	Numeric—0 to MaximumMeetingLength/ group default
Max # of attachments	Mxattsprmtg	—	Numeric—0 to 30/group default
Max # teams allowed	PublicIallowed	—	Numeric—0 to 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

Field	Abbreviation	Field length	Type of value, or value choices
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?	Fqnadisabled	—	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
Flex Field 1	profileflex1	17	text/number/date/yes/no/group default Flex fields are customizable. Use MeetingTime to enter new names for these fields to create additional profile values.
Flex Field 2	profileflex2	17	text/number/date/yes/no/group default
Flex Field 3	profileflex3	17	text/number/date/yes/no/group default
Flex Field 4	profileflex4	17	text/number/date/yes/no/group default
Flex Field 5	profileflex5	17	text/number/date/yes/no/group default

Field	Abbreviation	Field length	Type of value, or value choices
Flex Field 6	profileflex6	17	text/number/date/yes/no/group default
Flex Field 7	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	Numimmedmtgsonthat day	—	Numeric—0 to 1000
Number of group-wide teams the user can create	Groupulallowed	—	Numeric—0 to 1000
Number of private teams the user can create	Privateulallowed	—	Numeric—0 to 1000
Profile user's selected language	Vlanguage	—	English (USA)/group default
Whether user prefers end meeting warning turned on or off	fEndMtgWarn	—	yes/no/group default
Whether 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 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

Import database default fields

The following table describes the import database default fields.

NOTE Setting the following values to *Yes* overrides any group default values for these 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

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 this:

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

NOTE Before creating an import file, keep the following points in mind:

- 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 double 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 double quotation marks, as in “Smith,Tom” for a user ID.
- Text types are not case sensitive.

Database planning worksheets

Use the worksheets on the following pages when you 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 following worksheets.

To plan	See
Usage parameters	"Worksheet 4-1 Usage parameters" on page 4-21
Scheduling parameters	"Worksheet 4-2 Scheduling parameters" on page 4-27
Company information	"Worksheet 4-3 Company information" on page 4-34
Flex fields	"Worksheet 4-4 Flex fields" on page 4-37
Telephony access	"Worksheet 4-5 Telephony access" on page 4-40
Ports	"Worksheet 4-6 Ports" on page 4-43
Port groups	"Worksheet 4-7 Port groups" on page 4-47
System parameters	"Worksheet 4-8 System parameters" on page 4-50
Reservationless meetings	"Worksheet 4-9 Reservationless meetings" on page 4-52
Network management information	"Worksheet 4-10 Network management information" on page 4-53
Network management communities	"Worksheet 4-11 Network management communities" on page 4-54
Server configuration	"Worksheet 4-12 Server configuration" on page 4-55
NS Site configuration	"Worksheet 4-13 NS Site configuration" on page 4-58
Other MeetingPlace servers	"Worksheet 4-14 Other MeetingPlace servers" on page 4-60
User groups	"Worksheet 4-15 User groups" on page 4-62
User profiles	"Worksheet 4-16 User profiles" on page 4-71

Worksheet 4-1 Usage parameters

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

Use the following worksheet to plan the MeetingPlace usage parameters.

NOTE For **Options/Field size** values, in most cases the numeric and alphanumeric ranges given are the number of acceptable digits or characters for the field. (For example, *Numeric—0 to 9* means that the field accepts any number between 0 (or nil) and 999999999.) Ranges with an asterisk (*) mean that the field accepts an actual number that falls within that range. (For example, *Numeric—1 to 32767* means that the field accepts the value 3102 but not 32769.)

Field	Description	Default	Options/ Field size	Value
Security				
Min profile pwd length	Minimum number of characters in password that protects each telephone access user profile. Recommended: Same length as internal phone extensions.	6	Numeric—0 to 11	
Change profile pwd (days)	Frequency (in days) users must change passwords for telephone access user profiles. When *0*, password must be changed at each access. Follow your company guidelines for similar telecommunications systems.	90	Numeric—0 to 3650*	
Min user pwd length	Minimum number of characters in each person's MeetingTime/ MeetingPlace Web password. Follow your company guidelines for similar e-mail and network-based systems.	5	Numeric—0 to 11	
Change user pwd (days)	Frequency (in days) users must change their MeetingTime/ MeetingPlace Web password. When *0*, password must be changed at each access. Follow your company guidelines for similar telecommunications systems.	90	Numeric—0 to 3650*	

Field	Description	Default	Options/ Field size	Value
Min meeting pwd length	Minimum number of characters in passwords for meetings. Follow your company guidelines for similar telecommunications systems. **NOTE** This is an optional password to secure individual meetings.	0	Numeric—1 to 11	
Max profile login attempts	Number of unsuccessful logon attempts by phone allowed to each user before system locks user's profile. Follow your company's guidelines for similar telecommunications systems. **WARNING** Deactivated profiles must be reactivated by the system manager before users can regain access to their profile.	3	Numeric—0 to 32767*	
Alarm Handling				
Call out on major alarm?	Whether MeetingPlace calls system manager if an error condition affects system operation. Hardware and software failures and high-temperature conditions are major alarm conditions. Recommended: *Yes*.	No	Yes/No	
Call out on minor alarm?	Whether MeetingPlace calls system manager because of minor error condition (such as a trunk malfunction, or repeated logon attempts)	No	Yes/No	

Field	Description	Default	Options/ Field size	Value
Phone number to call	Telephone number called by system if alarm occurs. MeetingPlace checks for alarm conditions every 10 minutes. System outdials immediately to Alarm Out Call Phone Number and leaves recorded message about alarm. System continues to leave message every 30 minutes until alarm is cleared. This prompt indicates alarm condition: “Hello, this is the MeetingPlace system. An error has occurred which requires your attention.” Recommended: Phone or pager number of system manager.	0	Alphanumeric —0 to 32	
Time Settings				
24 hour time?	Time format in which meetings are scheduled. When *Yes*, meetings are scheduled using 24-hour time. When *No*, time is 12-hour format (AM/PM)	No	Yes/No	
Assistance				
Dial attendant on timeout?	Whether callers are transferred to attendant if they do not enter a number at the first voice menu.	No	Yes/No	
Outdial Mtgs				
# of retry attempts	Number of times MeetingPlace tries to call each person, when outdial is *Yes* for a meeting.	2	Numeric—0 to 5	
Delay between retries (sec)	Number of seconds between outdial retries.	300	Numeric—1 to 900*	

Field	Description	Default	Options/ Field size	Value
Pager Settings				
Prefix string	Number string required by certain paging services in some counties. MeetingPlace adds this string at beginning of all pages. Keep this field blank if users' paging services do not require prefix string.	—	Numeric and command characters (# and *)—0 to 3	
Suffix string	Number string required by certain paging services in some counties. MeetingPlace adds this string at the end of all pages. Keep this field blank if users' paging services do not require suffix string.	—	Numeric and command characters (# and *)—0 to 3	
Network Shadow Server				
Shadow attached?	Whether a MeetingPlace shadow network is attached to your system.	—	Read-only	—
SNA Settings				
RSNA Enabled?	Whether the Reservationless Single Number Access feature is enabled	No	Yes/No	
Email/GW Mapping				
cc:Mail	MeetingPlace mailbox for delivering meeting notifications to cc:Mail users. Keep this setting at *0*.	0	Numeric—0 to 4	

Field	Description	Default	Options/ Field size	Value
Lotus Notes	MeetingPlace mailbox for delivering meeting notifications to Lotus Notes users. For organizations with MeetingPlace Notes Gateway and MeetingPlace Outlook Gateway both installed, each gateway must use a different mailbox on the MeetingPlace system. To ensure that the gateways use different mailboxes, change either the Lotus Notes or Microsoft Exchange field to *2*. (For more information, see the *Cisco MeetingPlace Notes Gateway System Manager's Guide* or *MeetingPlace Outlook Gateway System Manager's Guide*.)	0	Numeric—0 to 4	
Microsoft Mail	MeetingPlace mailbox for delivering meeting notifications to Microsoft Mail users. Keep this setting at *0*.	0	Numeric—0 to 4	
Microsoft Exchange	MeetingPlace mailbox for delivering notifications to Microsoft Outlook users. For organizations with MeetingPlace Notes Gateway and MeetingPlace Outlook Gateway both installed, each gateway must use a different mailbox on the MeetingPlace system. To ensure that the gateways use different mailboxes, change either the Lotus Notes or Microsoft Exchange field to *2*. (For more information, see the *Cisco MeetingPlace Notes Gateway System Manager's Guide* or *MeetingPlace Outlook Gateway System Manager's Guide*.)	0	Numeric—0 to 4	
Qualcomm Eudora	MeetingPlace mailbox for delivering meeting notifications to Qualcomm Eudora users. Keep this setting at *0*.	0	Numeric—0 to 4	

Field	Description	Default	Options/ Field size	Value
Netscape Messenger	MeetingPlace mailbox for delivering meeting notifications to Netscape Messenger users. Keep this setting at *0*.	0	Numeric—0 to 4	
Other	MeetingPlace mailbox for delivering meeting notifications to other types of mail users. Keep this setting at *0*.	0	Numeric—0 to 4	
Miscellaneous				
Minutes before auto logoff	Number of minutes the system waits before logging an idle system off MeetingTime.		Numeric—1 to 65535*	
Preserve mute status	Whether to preserve speakers' mute status during Q&A meetings, when users are removed from the floor or placed in the waiting room.		Yes/No	
Data Meetings				
Data mtg IP address	IP address of MeetingPlace Web server.	—	Read-only	—
CGI path	Alias name of CGI script directory.	—	Read-only	—
CGI name	Executable name of CGI script program used to launch web conferencing sessions.	—	Read-only	—
HTTP port	Port number of MeetingPlace Web server.	—	Read-only	—
Data conferencing active?	Active state of MeetingPlace Web server.	—	Read-only	—

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.

Use the following worksheet to plan the MeetingPlace scheduling parameters.

NOTE For **Options/Field size** values, in most cases the numeric and alphanumeric ranges given are the number of acceptable digits or characters for the field. (For example, *Numeric—0 to 9* means that the field accepts any number between 0 (or nil) and 999999999.) Ranges with an asterisk (*) mean the field accepts an actual number that falls within that range. (For example, *Numeric—1 to 32767* means the field accepts 3102 but not 32769.)

Field	Description	Default	Options/ Field size	Value
Scheduling Parameters				
Max meeting length (min)	Maximum number of minutes for the length of a meeting. Users cannot schedule meetings longer than this amount. Recommended: Consider length of typical meetings for your company and users.	240	Numeric—15 to 1440*	
Max ports per meeting	Number of conference ports that can be reserved for individual meetings. Recommended: Consider meeting sizes typically conducted by your company and users.	8	Minimum 2; maximum is lesser of 550 or number of conference ports licensed for your system	
Minimum mtg ID length	Minimum number of characters in meeting IDs. When configuring your system with minimum meeting ID number less than 4 digits, system automatically assigns 4-digit meeting ID numbers to new meetings when scheduler does not choose a vanity ID number.	4	Numeric—1 to 9	
Maximum mtg ID length	Maximum number of characters in meeting IDs.	9	Numeric—1 to 17	
Max adv days to schedule	How many days in advance people can schedule meetings.	60	Numeric—1 to 330*	

Field	Description	Default	Options/ Field size	Value
Max agenda recdg (sec)	Maximum length (in seconds) of a pre-recorded agenda. MeetingPlace does not let users record an agenda longer than this amount. Users cannot record an agenda longer than this amount.	60	Numeric—12 to 600*	
Max mtg name recdg (sec)	Maximum length (in seconds) of a pre-recorded meeting name.	4	Numeric—0 to 24	
Max user name recdg (sec)	Maximum length (in seconds) of a pre-recorded user name.	4	Numeric—4 to 24	
Days until mtg stats purged	Number of days historical meeting data is stored on system.	60	Numeric—0 to 180*	
Default meeting type	Whether by default meetings are All Speaker or Lecture. Users can change this setting for individual meetings.	All Speaker	All Speaker/ Lecture	
Enable resched recrrng mtgs?	Whether users can reschedule recurring meetings using MeetingTime or MeetingPlace Web. When *Yes*, users can apply change to a single meeting in the chain or all future occurrences of meeting.	No	Yes/No	
Immediate Meetings				
# of ports to schedule	Default for number of participants (locations) for immediate meetings. Users can change this setting when they initiate an immediate meeting.	4	Minimum 2; maximum cannot exceed number of conference ports bought for your system	
Length of mtg (min)	Default length (in minutes) of immediate meetings. Users can change this setting when they initiate immediate meetings.	30	Numeric—2 to 1440*	

Field	Description	Default	Options/ Field size	Value
Meeting Ports				
Mtg start guard time (min)	Number of minutes before scheduled meeting start time that ports are reserved for meeting. MeetingPlace adds this advance time to requested start time. (For example, if value is *5* and meeting is scheduled from 8:00 AM to 9:00 AM, ports are reserved from 7:55 AM to 9:00 AM, allowing early arrivals.) Recommended: *0* (because most users schedule extra time). This parameter does not apply to reservationless meetings.	0	Numeric—0 to 1440*	
Mtg end guard time (min)	Number of minutes after scheduled meeting that ports remain reserved. MeetingPlace adds this time to reserved end time. (For example, if value is *5* and meeting is scheduled from 8:00 AM to 9:00 AM, ports are reserved from 8:00 AM to 9:05 AM, allowing for overrun.) Recommended: *0*, to ensure consecutive meetings can be scheduled. This parameter does not apply to reservationless meetings.	0	Numeric—0 to 1440*	

Field	Description	Default	Options/ Field size	Value
Mtg ID start guard time (min) *or* DID start guard time (min)	Number of minutes before scheduled start time that associated meeting ID or DID/ DNIS number is reserved. This value and Mtg ID End Guard Time control when meeting IDs are available for reuse and when system recognizes a meeting ID. If users try joining meeting before this time, they hear: "This is not a recognized meeting ID number." After this time, callers hear: "The meeting has not started." Recommended: *30*. This parameter does not apply to reservationless meetings. **NOTE** To ensure DID/DNIS meeting numbers are available for reuse, compare the number of simultaneous conferences to be held on your system with the number of DID/DNIS meeting numbers available. If they are about the same, decrease this value.	30	Numeric—0 to 1440*	
Mtg ID end guard time (min) *or* DID end guard time (min)	Number of minutes after scheduled end time that associated meeting ID or DID/ DNIS number is reserved and when system recognizes a meeting ID. If users join a meeting during Mtg ID End Guard Time period, they hear: "The meeting has ended." After this time, they hear: "This is not a recognized meeting ID number." Recommended: *30*. This parameter does not apply to reservationless meetings.		Numeric—0 to 1440*	

Field	Description	Default	Options/ Field size	Value
Run-time Parameters				
Extend meeting (min)	Number of minutes meetings are extended if time runs over and ports are available. Callers are warned that meeting will end, but they can extend meeting if ports are available. Recommended: *15*. **NOTE** If a meeting is not extended because all ports are in use, callers hear: "This meeting will end in two minutes."	15	Numeric—0 to 60*	
Early mtg start (min)	Maximum minutes before scheduled start time that early arrivals can enter meeting. This time is added to Mtg Start Guard Time. (For example, if meeting start time is 9:00 AM, Early Mtg Start Minutes is *15*, and Mtg Start Guard Time is *15*, and ports are available, callers can enter meeting at 8:30 AM.) Recommended: *15*. This parameter does not apply to reservationless meetings.	10	Numeric—0 to 60*	
Disconnect empty port (min)	Number of minutes that reserved ports are held after *everyone* hangs up, even if scheduled end time has not arrived. This time allows for longer meetings when people might break and then return. Recommended: At least *15*. This parameter does not apply to reservationless meetings.	15	Numeric—0 to 30*	
Early mtg release time (min)	Number of minutes before scheduled end time that ports are released *if not in use*. (For example, if meeting is scheduled from 8:00 AM to 9:30 AM, Early Mtg Release Time Minutes is *15*, and everyone hangs up at 8:30 AM, ports are released at 9:15 AM.) Recommended: *15*.	15	Numeric—0 to 30*	

Field	Description	Default	Options/ Field size	Value
Auto-answer Parameters				
Mtg controls device	Whether the meeting controls the auto-answer device.	No	Yes/No	
Connected until mtg ends	Whether auto-answer devices remain connected until meetings end. When *Yes*, disconnect timeout value is same as Disconnect Empty Port (min). When *No*, disconnect timeout value is *0*.	Yes	Yes/No	
Meeting Recording Settings				
FF/RR playback incrmt (sec)	Number of seconds MeetingPlace fast-forwards or rewinds when users press **1** or **3** while listening to meeting recordings on phone.	120	Numeric—4 to 3600*	
Max mtg recdg length (min)	Maximum recording time (in minutes) allowed for each meeting. Recommended: Same as Max Meeting Length parameter.	240	Numeric—0 to 1440*	
Max mtg message length (sec)	Maximum length (in seconds) for pre-recorded single meeting messages.	60	Numeric—15 to 1800*	
Max voice comment (sec)	Maximum length (in seconds) for voice comments.	—	Numeric—15 to 1800*	
Warning at end of recdg?	Whether users hear warning that meeting recording is about to end. When *Yes*, attendees are warned that meeting recording is about to end. When *No*, attendees hear the final two-minute warning.	Yes	Yes/No	
# of days to retain	Number of days after a meeting that recordings remain stored.	7	Numeric—0 to 60*	
Prompt Information				
End of mtg warning (min)	Number of minutes before scheduled end time when end-of-meeting warning is issued.	10	Numeric—to 15*	

Field	Description	Default	Options/ Field size	Value
Speak mtg access num?	Whether users scheduling meetings from phone hear the telephone access number where their meeting is scheduled. When *No*, users hear only the telephone access number for meetings scheduled on a server other than their scheduling home server.	No	Read-only	
Svr-Svr Connection				
Initiate	In multiserver meetings, when the primary MeetingPlace server establishes its connection to secondary MeetingPlace server.	At sched-uled start time	At scheduled start time/ When first person enters	
Terminate	In multiserver meetings, when the primary MeetingPlace server terminates its connection to secondary MeetingPlace server.	When meeting ends	When meeting ends/When last person leaves	
Miscellaneous				
Max team voice name (sec)	Maximum number of characters in a team ID.	24	Numeric—0 to 24	
Min team number length	Minimum number of characters in a team ID.	9	Numeric—1 to 19	
Scheduler Notifications				
After # no-show recurring mtgs	Number of no-show recurring meetings after which system sends e-mail message to meeting scheduler to suggest canceling recurring meeting chain.	1	Numeric—1 to 100*	
Periods before recurring end	Number of meetings before the predefined end of a recurring meeting chain when system should send an e-mail to meeting scheduler warning that chain is about to end and prompting to start a new one.	2	Numeric—1 to 100*	

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.

Use the following worksheet to plan your company information.

NOTE For **Options/Field size** values, in most cases the numeric and alphanumeric ranges given are the number of acceptable digits or characters for the field. (For example, *Numeric—0 to 9* means that the field accepts any number between 0 (or nil) and 999999999.) Ranges with an asterisk (*) mean that the field accepts an actual number that falls within that range. (For example, *Numeric—1 to 32767* means that the field accepts the value 3102 but not 32769.)

Field	Description	Default	Options/ Field size	Value
Site Info				
Company name	Your company's name.	—	Alphanumeric —0 to 63	
Address1 Address2 Address3 Address4	Your company's address.	—	Alphanumeric —0 to 63	
System SW version	MeetingPlace software version number. Default information shipped with your MeetingPlace system.	Pre-defined	Field cannot be changed	
Language1 Language2 Language3 Language4	Languages installed with your MeetingPlace system.	—	Field cannot be changed	
Contact Info				
MeetingPlace system mgr	Name of onsite person for MeetingPlace service representatives to contact.	—	Alphanumeric —0 to 63	
Phone number	Phone number of MeetingPlace system manager (named in previous field).	—	Alphanumeric —0 to 17	
Alt phone number	Alternative phone number for MeetingPlace system manager (usually a pager or fax number).	—	Alphanumeric —0 to 17	

Field	Description	Default	Options/ Field size	Value
Telecom mgr	Name of onsite telecommunications person for MeetingPlace service representatives to contact.	—	Alphanumeric —0 to 17	
Telecom mgr	Phone number of MeetingPlace telecom manager (named in previous field).	—	Alphanumeric —0 to 17	
Alt phone number	Alternative phone number for MeetingPlace telecom manager (usually a pager or fax number).	—	Alphanumeric —0 to 17	
Information services mgr	Name of onsite Information Services (IS) person for MeetingPlace service representatives to contact.	—	Alphanumeric —0 to 17	
Phone number	Phone number of MeetingPlace IS manager (named in previous field).	—	Alphanumeric —0 to 17	
Alt phone number	Alternative phone number for MeetingPlace IS manager (usually a pager or fax number).	—	Alphanumeric —0 to 17	
Vendor Info				
Support phone number	Phone number for MeetingPlace support information. Your MeetingPlace support representative tells you this number.	—	Alphanumeric —0 to 17	
Sales phone number	Phone number for MeetingPlace sales information. Your MeetingPlace support representative tells you this number.	—	Alphanumeric —0 to 17	
Service contract number	Your MeetingPlace support representative tells you this number.	—	Alphanumeric —0 to 17	

Field	Description	Default	Options/ Field size	Value
Custom Notif Text				
How to attend meeting	Detailed instructions that you provide about attending meetings. This information appears in e-mail notifications. For example: “Welcome to [*your company’s name*] MeetingPlace conference server. To attend a conference on the system, please call the main number and follow the voice prompts.”	—	Alphanumeric —0 to 499	
How to access recorded meetings	Detailed instructions that you provide about accessing recorded meetings in. This information appears in e-mail notifications. For example: “Participants can attend meetings, leave voice comments about a meeting, and attach relevant meeting materials. To access recorded meetings over the phone, call the main number and select option 3.”	—	Alphanumeric —0 to 499	

Worksheet 4-4 Flex fields

Using flex fields, you can customize fields to your business needs. Use the following worksheet to plan flex fields.

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 to 7 are available only in MeetingTime 5.1 and later. Earlier versions of MeetingTime do not display these fields in the user, group, and meeting records.
- For **Options/Field size** values, in most cases the numeric and alphanumeric ranges given are the number of acceptable digits or characters for the field. (For example, *Numeric—0 to 9* means that the field accepts any number between 0 (or nil) and 999999999.) Ranges with an asterisk (*) mean that the field accepts an actual number that falls within that range. (For example, *Numeric—1 to 32767* means that the field accepts the value 3102 but not 32769.)

Field	Description	Default	Options/ Field size	Value
Active?	Whether this flex field is active. When *Yes*, field displays in the MeetingTime profiles window and a value can be entered for it.	Yes	Yes/No	
Title	Field title that displays in the corresponding MeetingTime window for this flex field.	—	Alphanumeric —0 to 31	
Type	Type of information the flex field holds, which also determines the format in which it is stored and interpreted.	Text	Text/Number/ Yes/No/Date	
Import title	Field title used when importing raw profile report information containing flex field data.	—	Alphanumeric —0 to 31	

Field	Description	Default	Options/ Field size	Value
Protection level	Access that end users have to this flex field. Use this field to define attributes that you do not want end users to override, such as billing codes. When *Invisible*, end users cannot see the field. When *Read-only*, end users can see but not edit the flex field. When *Editable*, end users can see and edit the field value.	—	Invisible/ Read-only/ Editable	
Uses data from profile?	Whether this field is used for profile purposes.	Yes	Yes/No	
Use defined choices?	**IMPORTANT** This field is available only for Profile Flex Fields 4 to 7 and Meeting Flex Fields 4 to 7. 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 *Yes* (default), users see list of predefined values in Schedule and Review tabs. (To define values, see the next field.)	Yes	Yes/No	
User choice strings	**IMPORTANT** This field is available only for Profile Flex Fields 4 to 7 and Meeting Flex Fields 4 to 7. Use to define a list of predefined values when Use Defined Choices is *Yes*. (When *No*, no list displays.) To define values, click **User Choice Strings**. Click **Add**, type first value (up to 23 characters), then click **OK**. Repeat for each value you want in the list. (Combined length of all values cannot exceed 299 characters. Do not include commas.) Click **OK** to save all values.	—	Values that you define	

Field	Description	Default	Options/ Field size	Value
Required field?	**IMPORTANT** This field is available only for Profile Flex Fields 4 to 7 and Meeting Flex Fields 4 to 7. Whether a flex field requires a value when users schedule or change a meeting. Default is *No*. When *Yes* and users try to save a record that includes an empty required field, they receive an error message. Required fields display in red in Meeting attributes (in Schedule, Attend, and Review tabs), and in 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.	No	Yes/No	

Worksheet 4-5 Telephony access

Telephony access information describes how MeetingPlace accesses your telephone network.

Use the follow worksheet to plan the telephony access.

NOTE For **Options/Field size** values, in most cases the numeric and alphanumeric ranges given are the number of acceptable digits or characters for the field. (For example, *Numeric—0 to 9* means that the field accepts any number between 0 (or nil) and 999999999.) Ranges with an asterisk (*) mean that the field accepts an actual number that falls within that range. (For example, *Numeric—1 to 32767* means that the field accepts the value 3102 but not 32769.)

Field	Description	Default	Options/ Field size	Value
General Information				
Server number	A predefined number that identifies the server. As a standalone system, the MeetingPlace 8112 or 8106 conference server is always defined as server number *0*.	Pre-defined	Numeric—0 to 8	
Main phone number	Main telephone number for the MeetingPlace conference server. Assigned by the phone service provider or your company's telephony network administrator.	—	Alphanumeric —0 to 32	
1st alternate ph number	If your MeetingPlace server has multiple phone numbers (such as a toll-free 1-800 number and a local phone number), you can enter these numbers in the alternate number fields. Users see these phone numbers in future versions of the e-mail notifications.	—	Alphanumeric —0 to 32	
Label for notifications	Describes the 1st alternate phone (for example, a toll-free or local number). Users see these labels in future versions of the e-mail notifications.	—	Alphanumeric —0 to 32	

Field	Description	Default	Options/ Field size	Value
2nd alternate ph number	If your MeetingPlace system has more than one alternative phone number, enter the second alternate number in this field.	—	Alphanumeric —0 to 32	
Label for notifications	Describes the 2nd alternative MeetingPlace number in the e-mail notifications.	—	Alphanumeric —0 to 32	
3rd alternate ph number	If your MeetingPlace system has more than two alternate phone numbers, enter the third alternate number in this field.	—	Alphanumeric —0 to 32	
Label for notifications	Describes the 3rd alternative MeetingPlace number in the e-mail notifications.	—	Alphanumeric —0 to 32	
NOTE If you are not using Direct Inward Dial (DID) or Direct Dialing Inward (DDI), skip the rest of this table.				
DID start number	Determines where the range of DID/DNIS or DDI digits in use begins.	—	Alphanumeric —0 to 20	
Number of DID digits	Defines the number of digits the system receives.	0	Numeric—0/ 2 to 6	
DID block size	Total range of DID/DNIS or DDI digits in use. This value is assigned by the phone service provider or your company's telephony network administrator.	0	Numeric—0/ Number for total range of DID/DNIS or DDI digits in use (usually a multiple of 100, as in 100, 200, 400)	

Field	Description	Default	Options/ Field size	Value
DID Assignments	**U.S., Canada, Hong Kong, European Union**	**Type, Start, Size**		
Access range 1 Access range 2 Access range 3 Access range 4 Access range 5 Access range 6 Access range 7 Access range 8 Access range 9 Access range 10	Blocks of DID/DNIS or DDI numbers and the access type assigned to each block. Create up to 10 blocks of numbers. Possible types are DID Meeting, Profile, Combined Access. When dialed, DID/DNIS or DDI number does not provide direct access to a meeting, profile, or combined access. Recommended: One DID/DNIS or DDI number assigned to each type of access: meeting, profile, and combined access. Remaining blocks of numbers can be set for meeting IDs.	**Access type:** None/ DID Meeting/ Profile/Combined **Starting number:** Numeric—0 to 15 **DID block size:** Numeric—0/ A number indicating total range of DID/DNIS or DDI digits in use		___ ___

Worksheet 4-6 Ports

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

Use the following worksheet to plan the ports parameters.

NOTE For **Options/Field size** values, in most cases the numeric and alphanumeric ranges given are the number of acceptable digits or characters for the field. (For example, *Numeric—0 to 9* means that the field accepts any number between 0 (or nil) and 999999999.) Ranges with an asterisk (*) mean that the field accepts an actual number that falls within that range. (For example, *Numeric—1 to 32767* means that the field accepts the value 3102 but not 32769.)

Field	Description	Default	Options/ Field size	Value
Port Information				
Server number	Identifies the server. As a standalone system, the MeetingPlace 8112 or 8106 conference server is always defined as server number *0*.	Pre-defined	Numeric—0 to 8	
ID number	Number that identifies the port.	Pre-defined	Numeric—0 to 1151*	
Span ID (digital trunks only)	For digital trunks, identifies individual span that controls this port (T1 only). This number is predefined and is *–1* if port is not configured.	Pre-defined	Numeric—0 to 47*	
Card ID	Identifies which card slot controls this port. This number is predefined and is *–1* if port is not configured.	Pre-defined	Numeric—0 to 11	

Field	Description	Default	Options/ Field size	Value
Port group ID	Identifies 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 *Yes*. Use *–1* if port does not belong to a port group. If you assign individual ports to a port group, you can minimize port configuration data entry. Individual ports use configuration information of the port group they are assigned to.	—	Numeric—0 to 11	
Use group defaults?	Whether to use the Port Group default settings. When *Yes*, remaining field values are retrieved from group profile and become read-only.	Yes	Yes/No	
NOTE When the Use Group Defaults field is *Yes*, the following fields are retrieved from the group profile and become read-only.				
Active?	Whether this port can be used right now. You can configure ports now for future use, and then inactivate port groups during servicing.	Yes	Yes/No	
Provider	Abbreviation that identifies service provider.	—	Alphanumeric —0 to 17	
Circuit ID	Number assigned by circuit provider to identify the circuit.	—	Alphanumeric —0 to 17	
Card type	(U.S., Canada, Hong Kong, European Union) Whether this port is a digital T1, E1, IP, or unassigned.	Based on system config-uration	T1/E1/IP/ None (unassigned)	

Field	Description	Default	Options/ Field size	Value
Signaling protocol	(U.S., Canada, Hong Kong, European Union) Signaling type used by this trunk. **For T1**: Options are Loop Start/ Ground Start/E&M Wink Start/ Clear Channel/Protocol Table for any AudioCodes-supported integration like ISDN-PRI. **For E1**: Options are any E1 for any integration like Euro ISDN or DPNSS/Protocol Table for any AudioCodes-supported integration like Euro ISDN or QSIG.	Based on system config-uration	See description	
# of DID digits expected	Number of digits sent by PBX or network.	4	Numeric—0/ 2 to 6	
Mtg ID for direct mtg access (Digital)	Meeting that callers to this port attend when DID/DNIS digits = 0 and default access type is DID Meeting. Use the meeting ID or DID/ DNIS number of meeting into which you want callers placed.	—	Meeting ID number based on your Minimum Mtg ID Length and Maximum Mtg ID Length parameters	
Default access type	MeetingPlace access type applied to this port in absence of dialed number information. Your choice depends on access level you want users to have on these ports.	Com-bined	DID Meeting/ Profile/ Combined Access identifier	
Language	Language configured for this port. Possible values are additional languages installed on your MeetingPlace system.	English (USA)	No Language/ English (USA)/ Other installed language	

Field	Description	Default	Options/ Field size	Value
Human assistance?	When meeting participants need help, MeetingPlace uses another port to connect them (through call transfer) to a contact or attendant. This field value determines whether this port can be used for assistance during meetings. Set this value to *Yes*, assuming attendant can be reached on this port by flash transfer.	No	Yes/No	
Flash transfer?	Whether these ports initiate call transfers by hook flash.	No	Yes/No	
Outdial?	Whether these ports can be used for outgoing calls. Recommended: *Yes*.	Yes	Yes/No	

Worksheet 4-7 Port groups

To configure multiple ports at one time, organizing them into port groups.

Use the following worksheet to plan the port groups.

NOTE For **Options/Field size** values, in most cases the numeric and alphanumeric ranges given are the number of acceptable digits or characters for the field. (For example, *Numeric—0 to 9* means that the field accepts any number between 0 (or nil) and 999999999.) Ranges with an asterisk (*) mean that the field accepts an actual number that falls within that range. (For example, *Numeric—1 to 32767* means that the field accepts the value 3102 but not 32769.)

Field	Description	Default	Options/ Field size	Value
Group Information				
ID number	Number that identifies this port group. This number is predefined. Default port group for PSTN is *0*; default port group for IP is *1*. Assign every line coming into MeetingPlace to a port group.	0 (PSTN); 1 (IP)	Numeric—0 to 31	
Group Characteristics				
Active?	Whether to use this port group definition. You can define ports now for use later. Most likely, port groups will always be active. You can inactivate port groups during servicing.	Yes	Yes/No	
Provider	Abbreviation that identifies service provider.	—	Alphanumeric —0 to 32	
Circuit ID	Number assigned by circuit provider to identify the circuit.	—	Assigned by circuit provider	
Card type	(U.S., Canada, Hong Kong, European Union) Whether this trunk is a digital T1, E1, IP, or unassigned.	Based on system config-uration	T1/E1/IP/ None (unassigned)	

Field	Description	Default	Options/ Field size	Value
Signaling protocol	(U.S., Canada, Hong Kong, European Union) Signaling type used by this trunk. **For T1**: options are Loop Start/ Ground Start/E&M Wink Start/ Clear Channel/Protocol Table for any AudioCodes-supported integration like ISDN-PRI. **For E1**: options are any E1 for any integration like Euro ISDN or DPNSS/Protocol Table for any AudioCodes-supported integration like Euro ISDN or QSIG.	Based on system config-uration	See description	
# of DID digits expected	Number of digits sent by PBX or network.	4	Numeric—0/ 2 to 6	
Mtg ID for direct mtg access *or* Default digits for system	Meeting that callers to this port attend when DID/DNIS digits = *0* and default access type is DID Meeting. Use the meeting ID or DID/ DNIS number of meeting into which you want callers placed.	—	Meeting ID based on your Minimum Mtg ID Length and Maximum Mtg ID Length parameter	
Default access type	MeetingPlace access type applied to all ports in group in absence of dialed number information. Your choice depends on the access level you grant to users on these ports.	Com-bined	DID Meeting/ Profile/ Combined Access/ Loop Through Transfer	
Language	Language selected for port group. Possible values are additional languages installed on your MeetingPlace system.	English (USA)	English (USA)/ Other installed language	
Human assistance?	When meeting participants need help, MeetingPlace uses another port to connect them (through call transfer) to a contact or attendant. This field value determines whether ports in this group can be used for assistance during meetings. Set this value to *Yes*, assuming attendant can be reached on this port group by flash transfer.	No	Yes/No	

Field	Description	Default	Options/ Field size	Value
Flash transfer?	Whether these ports initiate call transfers by hook flash.	No	Yes/No	
Outdial?	Whether these ports can be used for outgoing calls. A port must belong to a port group to be used for outdial.	Yes	Yes/No	

Worksheet 4-8 System parameters

The System Parameters window defines whether you are using DID/DNIS 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.

Use the following worksheet to plan the system parameters.

NOTE For **Options/Field size** values, in most cases the numeric and alphanumeric ranges given are the number of acceptable digits or characters for the field. (For example, *Numeric—0 to 9* means that the field accepts any number between 0 (or nil) and 999999999.) Ranges with an asterisk (*) mean that the field accepts an actual number that falls within that range. (For example, *Numeric—1 to 32767* means that the field accepts the value 3102 but not 32769.)

Field	Description	Default	Options/ Field size	Value
Allow vanity mtg IDs?	Whether users may assign custom IDs to meetings they schedule. System managers may assign vanity meeting IDs, regardless of this setting. If your system is configured for DID/DNIS access, use this parameter (when DID Meeting Access field is *Yes*) to allow users to assign vanity meeting IDs to DID/DNIS meetings. (See notes after this worksheet.)	Yes	Yes/No	
DID Settings				
DID meeting access?	Whether MeetingPlace receives DID or DDI information. Your configuration choices depend on the trunking configuration selected for MeetingPlace.	No	Yes/No	
Use DID for routing only?	Whether DID/DNIS number is used only to route calls to various applications. Use this field when the DID Meeting Access field value is *Yes* and you want a DID/DNIS number to route directly to a specific MeetingPlace application.	No	Yes/No	

Field	Description	Default	Options/ Field size	Value
NTP Server				
Address 1	IP address of NTP host.	0.0.0.0	Dotted decimal format	
Address 2	IP address of alternative NTP host.	0.0.0.0	Dotted decimal format	
Address 3	IP address of alternative NTP host. (See notes after this worksheet.)	0.0.0.0	Dotted decimal format	

NOTES

- To prevent users from assigning custom meeting IDs (such as 1234), set this value to *No*. MeetingPlace 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 it easier for hackers or uninvited participants, to gain unauthorized access.
- When the Allow Vanity Mtg IDs field is *Yes*, you can restrict groups or individual users from assigning vanity IDs to meetings scheduled by phone. To do so, in the Configure tab, select **User Profiles** or **User Groups**. For the **Can chg mtg ID via phone** attribute, choose **No**. User profiles inherit the group setting, but you can change it for individual users.
- Alternative NTP hosts are available if one or more NTP servers is down or inaccessible. Also, if all three hosts are accessible and one is inconsistent, the inconsistent one is ignored.

Worksheet 4-9 Reservationless meetings

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

Use the following worksheet to plan the reservationless meetings fields.

NOTE For **Options/Field size** values, in most cases the numeric and alphanumeric ranges given are the number of acceptable digits or characters for the field. (For example, *Numeric—0 to 9* means that the field accepts any number between 0 (or nil) and 999999999.) Ranges with an asterisk (*) mean that the field accepts an actual number that falls within that range. (For example, *Numeric—1 to 32767* means that the field accepts the value 3102 but not 32769.)

Field	Description	Default	Options/ Field size	Value
Enable reservationless meeting	Allows or prevents reservationless meetings. This field is read-only. If you want to change this setting, contact your customer service representative.	No	Yes/No (configured only by Cisco customer service representative)	
Allow 3rd party initiate?	Whether profile users can start another person's reservationless meeting before the meeting organizer arrives.	Yes	Yes/No	
Bill 3rd party initiator?	When *Yes*, the reservationless meeting is billed to the meeting initiator (when a third party initiates the meeting). When *No*, the meeting organizer (regardless of who initiates the meeting) is billed.	Yes	Yes/No	

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.

Use the following worksheet to plan the network management information fields.

NOTE For **Options/Field size** values, in most cases the numeric and alphanumeric ranges given are the number of acceptable digits or characters for the field. (For example, *Numeric—0 to 9* means that the field accepts any number between 0 (or nil) and 999999999.) Ranges with an asterisk (*) mean that the field accepts an actual number that falls within that range. (For example, *Numeric—1 to 32767* means that the field accepts the value 3102 but not 32769.)

Field	Description	Default	Options/ Field size	Value
Port number	UDP port on which MeetingPlace listens for incoming SNMP messages. Recommended: Default value (port 161) unless you know that your network management software uses a different port number.	Port 161	Numeric—Use default value	
System contact	SNMP MIB II system contact. This value can be set through your SNMP management workstation.	System contact un-known	Alphanumeric—1 to 256*	
System location	SNMP MIB II system location. This value can be set through your SNMP management workstation.	System contact un-known	Alphanumeric—1 to 256*	
Disable SNMP Queries?	Allows all queries to be disabled, without affecting traps, for higher security.	No	Yes/No	

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.

Use the following worksheet to plan the network management communities fields

NOTE For **Options/Field size** values, in most cases the numeric and alphanumeric ranges given are the number of acceptable digits or characters for the field. (For example, *Numeric—0 to 9* means that the field accepts any number between 0 (or nil) and 999999999.) Ranges with an asterisk (*) mean that the field accepts an actual number that falls within that range. (For example, *Numeric—1 to 32767* means that the field accepts the value 3102 but not 32769.).

Field	Description	Default	Options/ Field size	Value
Name	Name of this network management community. Standard *public* (“MeetingPlace-public”) and *private* (“MeetingPlace-private”) communities are defined.	Meeting Place-private	Alphanumeric —0 to 32	
IP address	IP address to which traps are sent for trap communities. Ignored for non-trap communities.	0.0.0.0	Dotted decimal format, as in 198.207.208.1	
Read-Write?	When Yes, SNMP messages for this community can modify stored SNMP data. Ignored for trap communities.	Yes	Yes/No	
Is it a trap?	Whether this community is a trap community. For a trap community, set this value to *Yes*; otherwise, *No*. **NOTE** Queries are not enabled for trap communities. Trap communities only generate traps. Non-trap communities define permissions for queries.	No	Yes/No	

Worksheet 4-12 Server configuration

In the Server Configuration window you enter the MeetingPlace network addresses for your system.

Use the following worksheet to plan the server configuration fields.

WARNING Entering incorrect information in the Network Parameters window can make the system inaccessible from the network. Make sure you enter all the information correctly.

NOTE For **Options/Field size** values, in most cases the numeric and alphanumeric ranges given are the number of acceptable digits or characters for the field. (For example, *Numeric—0 to 9* means that the field accepts any number between 0 (or nil) and 999999999.) Ranges with an asterisk (*) mean that the field accepts an actual number that falls within that range. (For example, *Numeric—1 to 32767* means that the field accepts the value 3102 but not 32769.)

Field	Description	Default	Options/ Field size	Value
Server number	Identifies the server. As a standalone system, the MeetingPlace 8112 or 8106 conference server is always defined as server number *0*.	Pre-defined	Numeric—0 to 8	
Type of unit	Identifies the system as a conference server or MeetingPlace gateway.	Pre-defined	Conference Server/ MeetingPlace Gateway	
Server hostname	Hostname of this MeetingPlace server on your network.	—	Alphanumeric —1 to 32	
Server description	Descriptive name of this MeetingPlace server.	—	Alphanumeric —0 to 32	
Is active?	Whether this MeetingPlace server is currently active.	Yes	Yes/No	
Flex Menus active?	Whether Flex Menus are currently active.	No	Yes/No	
Ethernet address	Ethernet address of this MeetingPlace server. This value is defined by your MeetingPlace support representative when your MeetingPlace system is physically installed.	—	—	

Field	Description	Default	Options/ Field size	Value
IP address	Address of MeetingPlace host on the network.	—	Dotted decimal format, as in 198.207.208.1	
System serial #	MeetingPlace serial number. Default information shipped with your MeetingPlace system.	Pre-defined	This field cannot be changed	N/A
Modem phone number	Telephone number for MeetingPlace service modem on your system or remote maintenance port.	—	Alphanumeric —0 to 31	
Call out if network disconnects?	Determines if conference server should dial attendant when server is disconnected from network server.	Pre-defined	Yes/No	
Access ports	Number of ports on this server used to schedule new meetings and listen to recorded meetings.	—	—	
Conference ports	Total number of ports on this server, including floating and contingency ports.	—	—	
Contingency ports	Number of conference ports held in reserve to let people reach a contact or attendant during meetings. Recommended: 5% of conference ports on the system.	1	Numeric—0 to 32	
Floater ports	Number of ports reserved as floating ports. Floating ports can be used by any meeting to accommodate unanticipated additional attendees. Recommended: 5% of total conference ports.	2	Minimum 0; maximum cannot exceed number of conference ports bought for your system.	
Overbook ports	Number of ports to allow for scheduling meetings that exceed the number of available conference ports on system. Recommended: A number less than or equal to number of floating ports. (See notes after this worksheet.)	0	Numeric—0 to 1200*	

Field	Description	Default	Options/ Field size	Value
Max recording space (min)	Total recording time (in minutes) that can be used to record meetings. Recommended: 80% to 85% of total minutes of recording space.	0	Numeric—0 to 85332*	
Voice encoding method	The voice encoding method for the system.	Pre-defined	Mu-Law encoding A-Law encoding	

NOTES For the Overbook Ports field, keep the following points in mind:

- 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 ports that can be scheduled

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

  If R<50%

Immediate meetings:	3
Overbook ports:	N x 30%
Floater ports:	N x 30%

  If R>=50%

Immediate meetings:	0
Overbook ports:	N x 15%
Floater ports:	N x (R + 25%)

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

- Make sure the total number of scheduling ports available (including overbook ports) is equal to or greater than the largest meeting size you anticipate scheduling. For a new system, these guidelines are good defaults, but keep the current settings for a system that is already configured.

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 are transferred if they need help during a conference.

Use the following worksheet to plan the NS Site configuration fields.

NOTE For **Options/Field size** values, in most cases the numeric and alphanumeric ranges given are the number of acceptable digits or characters for the field. (For example, *Numeric—0 to 9* means that the field accepts any number between 0 (or nil) and 999999999.) Ranges with an asterisk (*) mean that the field accepts an actual number that falls within that range. (For example, *Numeric—1 to 32767* means that the field accepts the value 3102 but not 32769.)

Field	Description	Default	Options/ Field size	Value
NS Site number	Identifies this site. Based on the configuration and deployment of your MeetingPlace system, you might have MeetingPlace servers installed in a single site, or at multiple sites. **NOTE** For the 8112 or 8106, only site *0* is used. Other site records may be defined but they will be ignored.	Pre-defined	Numeric—0 to 7	
NS Site name	A descriptive name that identifies this site.	—	Alphanumeric —0 to 32	
Is active?	Whether this MeetingPlace site is active. Based on the configuration of your MeetingPlace system, there may be multiple sites that are not currently active.	No	Yes/No	

Field	Description	Default	Options/ Field size	Value
Attendant phone	Phone number users are sent to if they request operator assistance, do not enter a number at the first voice prompt, or try to access an inactive profile. Make the number consistent with how you will support the system. The person called to help callers must be available for assistance, trained as a contact or attendant on MeetingPlace, and have access to contact and attendant materials. Recommended: Phone number of help desk or company receptionist.	0	0/ 7- or 10-digit number	
Time zone	Maintains system's internal clock. Recommended: Time zone in which system is location. (See Appendix A, "Time zone import codes," for numeric values of time zones.)	local-time	Choose from full or subset list of time zone names	
Subnet mask	Mask that completes address for MeetingPlace host at this site.	—	Dotted decimal format	
Broadcast address	Address used to broadcast packets on local LAN segment.	—	Dotted decimal format	
Default gateway	Address of gateway that accepts and routes information to other networks.	—	Dotted decimal format	

Worksheet 4-14 Other MeetingPlace servers

If your company will conduct multiserver meetings, you must supply the information in this worksheet for the other MeetingPlace servers. You may need to contact the system manager of the other MeetingPlace servers to determine these settings. (For more information about preparing your system for multiserver meetings, see the *Cisco MeetingPlace Audio Server 5.2 System Manager's Guide*.)

NOTE For **Options/Field size** values, in most cases the numeric and alphanumeric ranges given are the number of acceptable digits or characters for the field. (For example, *Numeric—0 to 9* means that the field accepts any number between 0 (or nil) and 999999999.) Ranges with an asterisk (*) mean that the field accepts an actual number that falls within that range. (For example, *Numeric—1 to 32767* means that the field accepts the value 3102 but not 32769.)

Field	Description	Default	Options/ Field size	Value
Name	Name of other MeetingPlace server. This name appears in MeetingTime and MeetingPlace Web when users select the servers to schedule for multiserver meetings.	—	Alphanumeric —1 to 19	
ID number	ID number of other MeetingPlace server. When users outdial from within a meeting to another MeetingPlace server, they enter the ID number of the server to add to the meeting.	—	For RSNA, Numeric—1 to 32767* For multi-server meetings, Numeric—0 to 9	
Phone number	Phone number of other MeetingPlace server. MeetingPlace uses this number to dial out to MeetingPlace server to set up a multiserver meeting.	—	Alphanumeric —0 to 32	
Ethernet address	12-digit hex string representing the Ethernet address of other MeetingPlace server.	—	—	
VoIP Gateway IP Address 1	IP address of the remote server's VoIP gateway.	—	Dotted decimal format, as in 198.207.208.1	

Field	Description	Default	Options/ Field size	Value
VoIP Gateway IP Address 2	IP address of a second remote server's VoIP gateway, if there is one.	—	Dotted decimal format, as in 198.207.208.1	
Will Accept SNA Transfers?	Whether this server accepts single number access transfers.	—	Yes/No	
WebPublisher location	Either the IP address or URL of MeetingPlace Web for other MeetingPlace server.	—	—	
Data conference active?	If web conferencing is installed and operational on other MeetingPlace server, set this value to *Yes*.	—	Yes/No	
Server number	If other MeetingPlace server is 8112 or 8106 or standalone PCI conference server, set field value to *0*. If other MeetingPlace server is connected to a MeetingPlace PCI network server, set this value between 1 and 8.	—	Numeric—0 to 8	

Worksheet 4-15 User groups

Assign users to a user group to enter and change default profile information for multiple users at one time.

Use the following worksheet to plan the user groups fields.

NOTE For **Options/Field size** values, in most cases the numeric and alphanumeric ranges given are the number of acceptable digits or characters for the field. (For example, *Numeric—0 to 9* means that the field accepts any number between 0 (or nil) and 999999999.) Ranges with an asterisk (*) mean that the field accepts an actual number that falls within that range. (For example, *Numeric—1 to 32767* means that the field accepts the value 3102 but not 32769.)

Field	Description	Default	Options/ Field size	Value
Group Information				
Name	Name by which you want to identify group. Recommended: A name that describes the group (*Marketing*). Do not include spaces. Use an underscore character (_) instead (*Field_Sales*).	System	Alphanumeric —1 to 17	
Number	Number by which you want to identify group.	0	Numeric—0 to 17	
Billing code	A code for generating billing reports. Can be based on your company's internal conventions (for example, department codes).	—	Alphanumeric —0 to 17	
Default mtg category	Meeting category assigned to meetings the group's users schedule.	"Standard"	Selected name	
Group active?	Whether group is active. You can define groups now, and make them active later (for example, after the group's users complete training).	No	Yes/No	
Group Defaults				
User ID of contact	User ID of contact or attendant who supports group's users.	—	Alphanumeric —0 to 17	

Field	Description	Default	Options/ Field size	Value
Time zone	Time zone in which the users in this group are located. Recommended: Time zone in which user group is location. (For more information, see Appendix A, "Time zone import codes.") **WARNING** Time zone information can vary for individual users in a group. Set time zone information for each user in individual user profiles.	local-time	Time Zone Name	
Language	Language this group's users prefers. **WARNING** Language information can vary for individual users in a group. Set language information for each user in individual user profiles.	English (USA)	English (USA)/ Other installed language	
Abbreviated prompts?	When *Yes*, all users hear abbreviated prompts when they call MeetingPlace. When *No*, all users hear unabbreviated prompts.	No	Yes/No	
Meeting Recordings Defaults				
Able to record mtgs?	Whether users in group can record meetings.	Yes	Yes/No	
Record meetings?	Whether by default meetings scheduled by group's users are recorded.	No	Yes/No	
Who can access	Who can request attachments and listen to meetings recorded by group's users. When *None*, a recorded meeting and its attachments must be posted manually for other participants to hear.	Anyone	None/Anyone/ MeetingPlace Users/ Invited Guests	
Auto-start recording?	For meetings scheduled to be recorded, whether by default recording starts automatically when second participant enters meeting.	Yes	Yes/No	

Field	Description	Default	Options/ Field size	Value
Attachment access ordering	Order in which group's users hear list of attachments.	Most recent first	As submitted/ Most recent first	
Outdial Meeting Defaults				
Can call out from mtgs?	Whether group's users can outdial to others while they are in a meeting.	No	Yes/No	
Can schedule guest outdial mtgs?	Whether group's users can schedule meetings that let guests join voice conference by Web. This parameter is enabled only if this group has outdial privileges. When *No*, the Allow Outdials to Guests From Web parameter is disabled for this group. When *Yes*, group's users can change Allow Outdials to Guests From Web for individual meetings.	No	Yes/No	
Allow outdials to guests from Web?	For meetings scheduled by this group, whether guests can join meetings by Web. When *Yes* and a meeting is scheduled, MeetingPlace can outdial to guests when they click Join Voice Conference button. When *No*, guests who click this button see the phone number to call to join meeting.	No	Yes/No	
Max outdials per mtg	Number of outdials group's users can place from within one meeting.	0	Numeric—0 to 500*/ Unrestricted	
Can call other servers?	Whether group's users can schedule multiserver meetings.	No	Yes/No	
Ask for profile password?	Whether an invitee who was outdialed must provide a profile password before being admitted into the meeting.	Yes	Yes/No	

Field	Description	Default	Options/ Field size	Value
Digit translation table	Translation table number to use for all outdials made by group's users. 16 translation tables are available. Default translation table is *0*. Your customer support representative will work with you to configure these tables, as needed.	Yes	Yes/No	
Meeting Preferences				
Entry announcement	Announcement used when users enter meetings.	Beep+ Name	Beep only/ Beep+Name/ Silent	
Departure announcement	Announcement used when users leave meetings.	Beep+ Name	Beep only/ Beep+Name/ Silent	
End of mtg announcement	Whether MeetingPlace announces 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.	Yes	Yes/No	
Mtg extension announcement	Whether MeetingPlace announces 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.	No	Yes/No	
Screened entry?	Whether meetings scheduled by this group require a meeting participant (already in the meeting) to admit people who try to join the meeting. (People wanting to enter are not admitted automatically.)	No	Yes/No	
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.	No	Yes/No	

Field	Description	Default	Options/ Field size	Value
Disable roll call?	Whether meetings scheduled by this group's users may request roll call feature during a meeting. Recommended: *Yes* when, for example, competitors could call into a meeting, meetings require caller anonymity, or you schedule large meetings.	Yes	Yes/No	
Password required?	Whether by default meetings scheduled by this group's users require a password.	No	Yes/No	
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.	Anyone	Anyone/ MeetingPlace Users/ Invited Guests	
Lecture mtg attend settings?	For lecture-style meetings scheduled by this group's users, the way in which listen-only participants are admitted. For *Admit as listeners* and *Start callers in waiting room*, participants listen to music on hold until meeting is called to order. For *Start mtg with floor open*, participants can talk until meeting is called to order.	Admit as listeners	Admit as listeners/ Start callers in waiting room/ Start mtg with floor open	
Restrictions				
Scheduling restriction	Scheduling limits placed on this group's users. When *Unrestricted*, users may schedule unlimited number of meetings; When *Cannot Schedule*, users can schedule no meetings; When *Near Term Mtg Limit*, users may schedule the specified number of meetings within the next six hours.	Unre-stricted	Unrestricted/ Cannot Schedule/ Near Term Mtg Limit (Numeric—0 to 50*)	

Field	Description	Default	Options/ Field size	Value
Max mtg length (min)	Maximum number of minutes for which this group's users can schedule meetings.	240	Minimum 2; maximum is Max Mtg Length (Scheduling Parameters)	
Max # of attachments	Maximum number of attachments allowed for meetings scheduled by this group's users.	10	Numeric—0 to 30*	
Max # teams allowed	Number of teams this group's users can create.	0	Numeric—0 to 10,000*	
Can chg mtg ID via phone	Whether this group's users may assign vanity IDs for meetings they schedule by phone. This field is available only when Allow Vanity Meeting IDs (in System Parameters) is set to *Yes*.	Yes	Yes/No	
Enabled for this mtg?	Whether this group's users send notifications for meetings. For reservationless meetings, notifications are not sent.	Yes	Yes/No	
Include attachments?	Whether this group's users send attachments as part of their notifications.	No	Yes/No	
Priority	Priority of notifications for this group's users.	Normal	Low/Normal/ Urgent	
Send if mtg changes?	Whether to send notifications when something changes in meetings (such as the time, date, password, or meeting ID), or when a MeetingMessage or attachments are added or deleted.	No	Yes/No	
Include participant list?	Whether this group's users send a list of names of meeting participants as part of their notifications.	No	Yes/No	
Include password?	For secure meetings where a password is specified, whether this group's users include the password in notifications.	No	Yes/No	

Field	Description	Default	Options/ Field size	Value
Receiving Notifications				
Enable to receive?	Whether this group's users receive notifications about meetings they are invited to (if meeting scheduler sends them).	No	Yes/No	
Include attachments?	Whether this group's users receive attachments as part of meeting notifications.	No	Yes/No	
Type of e-mail system	E-mail system used by this group's users. (See note after this worksheet.)	None	None/cc:Mail/ Lotus Notes/ Microsoft Mail/ Microsoft Exchange/ Qualcomm Eudora/ Netscape Messenger/ Other	
Preferred delivery method	Notification delivery method for this group's users.	None	None/E-mail	
Alternate delivery method	Alternative notification delivery method to use if the preferred method fails.	None	None/E-mail	
Method of attending	This group's users' preferred method of joining meetings.	User will call in	User will call in/ Have system call user/ Have system page user/Do not reserve space for user/ Have system find user	
First search method	First number MeetingPlace tries to reach users in this group.	None	None/Main/ Alternate/ Pager	
Second search method	Second number MeetingPlace tries to reach users in this group.	None	None/Main/ Alternate/ Pager	
Third search method	Third number MeetingPlace tries to reach users in this group.	None	None/Main/ Alternate/ Pager	

Field	Description	Default	Options/ Field size	Value
Type of pager	Type of pager service used by this group's users.	None	None/ Direct Dial/ Non Direct Dial	
Pager phone number	Pager telephone number of this group's users.	—	Direct Dial — 32-digit pager number/ Non Direct Dial—user's pager access code (PIN)	
Q&A Meetings				
Off at mtg startup?	Whether to turn on Q&A Meetings feature for this group's users at meeting startup.	No	Yes/No	
Notify attendees about Q&A?	Whether to describe Q&A feature to this group's users when they attend conferences.	No	Yes/No	
Q&A introduction	How to announce attendees being placed on the floor in meetings this group's users schedule.	Beep+ Name	Beep only/ Beep+Name/ Silent	
Q&A departure	How to announce attendees being removed from the floor in meetings this group's users schedule.	Beep	Beep only/ Beep+Name/ Silent	
Automatically ask next question?	Whether to automatically promote next waiting attendee to the floor in meetings this group's users schedule.	No	Yes/No	
More than one question per site?	Whether to allow attendees in meetings scheduled by this group's users to ask more than one question at a time. When *Yes*, this group's users may ask up to five questions.	No	Yes/No	
Tell my position in line?	Whether to tell attendees in meetings scheduled by this group's users their current position in line.	No	Yes/No	

Field	Description	Default	Options/ Field size	Value
Disable floor warning prompt?	Whether to tell attendees in meetings scheduled by this group's users they are next to ask a question (or speak) on the floor.	No	Yes/No	
Profile flex field 1	Profile field customized with your business information.	—	—	
Profile flex field 2	Profile field customized with your business information.	—	—	
Profile flex field 3	Profile field customized with your business information.	—	—	
Profile flex field 4	Profile field customized with your business information.	—	—	
Profile flex field 5	Profile field customized with your business information.	—	—	
Profile flex field 6	Profile field customized with your business information.	—	—	
Profile flex field 7	Profile field customized with your business information.	—	—	

NOTE For the Type of E-mail System field, choose the value that corresponds to the e-mail system installed at your company:

For this e-mail system	Choose
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

Worksheet 4-16 User profiles

User profiles identify each user to the MeetingPlace system and determine the type of system access each user requires.

Use the following worksheet to plan the user profile fields.

NOTE For **Options/Field size** values, in most cases the numeric and alphanumeric ranges given are the number of acceptable digits or characters for the field. (For example, *Numeric—0 to 9* means that the field accepts any number between 0 (or nil) and 999999999.) Ranges with an asterisk (*) mean that the field accepts an actual number that falls within that range. (For example, *Numeric—1 to 32767* means that the field accepts the value 3102 but not 32769.)

Field	Description	Default	Options/ Field size	Value
Identification				
First name	This user's first name. Used for reporting and workstation display.	—	Alphanumeric —0 to 17	
Last name	This user's last name. Used for reporting and workstation display.	—	Alphanumeric —0 to 17	
User ID (workstation access)	This user's MeetingPlace ID. (Used from a workstation.) This is the key used for alphabetical sorting in the database and for scheduler identification in reports. Recommended: Same as the network or e-mail logon.	—	Alphanumeric —0 to 17	
User password	Password this user uses to log on to MeetingPlace from a workstation.	—	Alphanumeric —0 to 11	
Last changed	Date the user password was last changed.	—	System-defined field	
Profile number (voice access)	Number that identifies this user profile. Used to connect to MeetingPlace from a touch-tone phone. Recommended: User's phone extension or voice-mail number.	—	Numeric—0 to 17	

Field	Description	Default	Options/ Field size	Value
Profile password (voice access)	This user's MeetingPlace telephone password. Set this as a temporary default password. Users must change this to a personalized password when they first log on to MeetingPlace.	—	Alphanumeric —0 to 11	
Last changed	Date the profile password was last changed.	—	System-defined field	
User active?	Whether this person is an active MeetingPlace user. Only active users can log on to their profiles. Inactive users who try to log on are transferred to the attendant.	Yes	Yes/No/ Locked/ Group Default	
Type of user	Classification (user type) of this user.	End User	End User/ Contact/ Attendant/ System Mgr	
Group name	Name of group (if any) to which this user belongs.	System	Alphanumeric —0 to 17	
Phone number	Phone number that MeetingPlace calls to reach this user (for example, to add this user to a meeting). PBX access codes are not required. Allowed characters: ( ) , - " " space	—	Numeric—0 to 32	
Alternate phone number	Alternative phone number that MeetingPlace calls to reach this user (for example, to add this user to a meeting). PBX access codes are not required. Allowed characters: ( ) , - " " space	—	Numeric—0 to 32	
Pager phone number	Pager number of this user.	Group Default	Direct Dial—32-digit pager number/ Non Direct Dial—user's pager access code (PIN)	

Field	Description	Default	Options/ Field size	Value
Type of pager	Type of pager service this user uses.	Group Default	None/ Direct Dial/ Non Direct Dial/ Group Default	
NOTE If a user group is assigned to a profile, the following fields (excluding e-mail address fields) are supplied by the User Groups settings.				
User ID of contact	User ID of the contact or attendant who supports this user (and has completed the contact/ attendant training).	—	Alphanumeric —0 to 17	
Internet e-mail address	User's Internet e-mail address. This address is used when someone is browsing meetings through MeetingPlace Web and requests to send mail to the meeting scheduler.	—	—	
Time zone	Time zone of location in which this user usually does business. Recommended: Time zone of user's location. (See Appendix A, "Time zone import codes," for numeric values of time zones.) **NOTE** Set guest profile time zones to location of the MeetingPlace system.	Group Default	Time Zone Name/ Group Default	
Language	User's selected language. Meetings scheduled by this user default to the selected language.	English (USA)	English (USA)/ Other installed language	
Abbreviated prompts?	Whether MeetingPlace plays abbreviated prompts when this person calls the system. If this user belongs to a user group, enter a value only when it differs from the group value.	Group Default	Yes/No/Group Default	
Billing code	A code for generating billing reports. Can be based on your company's internal conventions (for example, department codes).	—	Alphanumeric —0 to 17/ Group Default	

Field	Description	Default	Options/ Field size	Value
Default mtg category	Meeting category assigned to meetings this user schedules.	Group Default	Selected name/Group Default	
Meeting Recordings Defaults				
Able to record mtgs?	Whether this user can record meetings. Only the system manager can change this field's value.	Group Default	Yes/No/Group Default	
Record meeting?	Whether by default meetings scheduled by this user are recorded. If this user belongs to a user group, enter a value only when it differs from the group value.	Group Default	Yes/No/Group Default	
Who can access	Who can request attachments and listen to meetings recorded by this user. When *None*, recorded meetings and their attachments must be manually posted for others to hear.	Group Default	None/Anyone/ MeetingPlace Users/Invited Users/Group Default	
Auto-start recording?	For meetings scheduled to be recorded, whether by default recording starts automatically when second participant enters a meeting.	Group Default	Yes/No/Group Default	
Attachment access ordering	Order in which users hear a list of attachments.	Group Default	Play most recent first/ Play in order submitted/ Group Default	
Display mtg to everyone?	Whether by default to allow MeetingPlace Web guests to view meetings.	Group Default	Yes/No/Group Default	
Outdial Meeting Defaults				
Can call out from mtgs?	Whether a user can dial out from meetings. To prevent guests from outdialing from within meetings, set this parameter to *No* in the guest profile.	No	Yes/No/Group Default	

Field	Description	Default	Options/ Field size	Value
Can schedule guest outdial mtgs?	Whether this user can schedule meetings that allow guests to join the voice conference by Web. This parameter is enabled only if this user's profile has outdial privileges. When *No*, the Allow Outdials to Guests From Web parameter is disabled for this user. When *Yes*, user can change Allow Outdials to Guests From Web setting for individual meetings.	Group Default	Yes/No/Group Default	
Allow outdials to guests from Web?	For meetings scheduled by this user, whether guests can join meetings by Web. When *Yes* and a meeting is scheduled, MeetingPlace can outdial to guests when they click Join Voice Conference button. When *No*, guests who click this button see the phone number to call to join meeting.	Group Default	Yes/No/Group Default	
Max outdials per meeting	How many outdials this user may initiate from within one meeting.	Group Default	Numeric—0 to 500/ Unrestricted/ Group Default	
Can call other servers?	Whether this user may schedule multiserver meetings.	Group Default	Yes/No/Group Default	
Ask for profile password?	Whether outdialed invitees must enter a profile password to join meetings.	Group Default	Yes/No/Group Default	
Digit translation table	Digit translation table to use for all outdials initiated by this user. 16 translation tables are available. Default translation table is *0*. Your customer support representative will work with you to configure these tables, as needed.	Group Default	Numeric—0 to 15*/ Group Default	
Meeting Preferences				
Entry announcement	Announcement used when this user enters meetings.	Group Default	Beep only/ Beep+Name/ Silent/Group Default	

Field	Description	Default	Options/ Field size	Value
Departure announcement	Announcement used when this user leaves meetings. If this user belongs to a user group, enter a value only when it differs from the group value.	Group Default	Beep only/ Beep+Name/ Silent/Group Default	
End of mtg announcement	Whether MeetingPlace announces that the meeting will end in a set number of minutes. For reservationless meetings, this parameter is not used. This announcement does not play in reservationless meetings. If you are upgrading your system, this field defaults to the previous setting. New systems default to *Yes*.	Yes	Yes/No/Group Default	
Mtg extension announcement	Whether MeetingPlace announces that the meeting is extended by a set number of minutes. For reservationless meetings, this parameter is not used. This announcement does not play in reservationless meetings.	Yes	Yes/No/Group Default	
Screened entry?	Whether meetings scheduled by this user require a meeting participant (already in the meeting) to admit people who try to join the meeting. (People who want to enter are not admitted automatically.) If this user belongs to a user group, enter a value only when it differs from the group value.	Group Default	Yes/No/Group Default	
Skip pre-meeting options?	Whether meetings scheduled by this user use the short menu feature, which eliminates the meeting ID confirmation, roll call, and agenda.	Group Default	Yes/No/Group Default	

Field	Description	Default	Options/ Field size	Value
Disable roll call?	Whether this user can request the roll call feature during meetings. Recommended: *Yes* when, for example, competitors could call into a meeting, meetings require caller anonymity, or you schedule large meetings.	Group Default	Yes/No/Group Default	
Password required?	Whether by default meetings scheduled by this user require a password. If this user belongs to a user group, enter a value only when it differs from the group value.	Group Default	Yes/No/Group Default	
Who can attend	Who can attend meetings scheduled by this person. For reservationless meetings, this parameter is not used. (Anyone can attend reservationless meetings.)	Group Default	Anyone/ MeetingPlace Users/ Invited Users/ Group Default	
Lecture mtg attend settings?	For lecture-style meetings scheduled by this user, the way in which listen-only participants are admitted. For *Admit as listeners* and *Start callers in waiting room*, participants listen to music on hold until meeting is called to order. For *Start mtg with floor open*, participants can talk until meeting is called to order.	Group Default	Admit as listeners/ Start callers in waiting room/ Start mtg with floor open/ Group Default	
Restrictions				
Scheduling restriction	Scheduling limits placed on this user. When *Unrestricted*, users may schedule unlimited number of meetings; When *Cannot Schedule*, users can schedule no meetings; When *Near Term Mtg Limit*, users may schedule the specified number of meetings within the next six hours.	Group Default	Unrestricted/ Cannot Schedule/ Near Term Mtg Limit Numeric—0 to 50*/ Group Default	

Field	Description	Default	Options/ Field size	Value
Max mtg length (min)	Maximum number of minutes for which this user can schedule meetings.	Group Default	Minimum 2; maximum is Max Mtg Length (Scheduling Parameters)/ Group Default	
Max # of attachments	Maximum number of attachments that can be attached to a meeting scheduled by this user.	Group Default	Numeric—0 to 30*/ Group Default	
Max # teams allowed	How many teams this user can create.	0	Numeric—0 to 10,000*/ Group Default	
Can chg mtg ID via phone	Whether this user may assign vanity IDs for meetings scheduled by phone. This field is available only when Allow Vanity Meeting IDs (in System Parameters) is set to *Yes*.	Yes (same as User Groups setting)	Yes/No	
Sending Notifications				
Enabled for this mtg?	Whether meeting scheduler sends notifications for meetings when this user schedules meetings. For reservationless meetings, notifications are not sent.	Group Default	Yes/No/Group Default	
Include attachments?	Whether meeting scheduler sends attachments as part of notifications when this user schedules meetings.	Group Default	Yes/No/Group Default	
Priority	Priority given to notifications sent by this user.	Group Default	Low/Normal/ Urgent/Group Default	
Send if mtg changes?	Whether notifications are sent when something changes in a meeting (such as the time, date, password, or meeting ID), or when a MeetingMessage or attachments are added or deleted.	Group Default	Yes/No/Group Default	

Field	Description	Default	Options/ Field size	Value
Include participant list?	Whether to send names of meeting participants as part of notifications.	Group Default	Yes/No/Group Default	
Include password?	For secure meetings where a password is specified, whether scheduler includes the password in notifications when this user schedules meetings.	Group Default	Yes/No/Group Default	
Receiving Notifications				
Enable to receive?	Whether this user receives meeting notifications (if meeting scheduler sends them).	Group Default	Yes/No/Group Default	
Include attachments?	Whether this user receives attachments as part of meeting notifications.	Group Default	Yes/No/Group Default	
E-mail address	This user's e-mail address.	—	Alphanumeric —0 to 255*	
Type of e-mail system	E-mail system used by this user. (See note after this worksheet.)	Group Default	None/cc:Mail/ Lotus Notes/ Microsoft Mail/ Microsoft Exchange/ Qualcomm Eudora/ Netscape Messenger/ Other/ Group Default	
Preferred delivery method	The method by which this user receives notifications.	Group Default	None/E-mail/ Group Default	
Alternative delivery method	Alternative method by which this user receives notifications, if the primary method fails.	Group Default	None/E-mail/ Group Default	

Field	Description	Default	Options/ Field size	Value
Attending Meetings				
Method of attending	Method by which this user is contacted to join meetings.	Group Default	User will call/ Have system call user/ Have system page user/Do not reserve space for user/ Have system find user/ Group User	
Ways to find user	Order in which MeetingPlace calls this user to join meetings. For this feature to work, the Method of Attending field value must be *Have system find user.*	None	None/Main/ Alternative/ Pager (in any order)/ Group Default	
Q&A Meetings				
Off at mtg startup?	Whether to turn on Q&A Meetings feature for this user at meeting startup.	No (same as User Groups setting)	Yes/No/Group Default	
Notify attendees about Q&A?	Whether to describe Q&A feature to this user when attending conferences.	Group Default	Yes/No/Group Default	
Q&A introduction	How to announce attendees placed on the floor in meetings this user schedules.	Group Default	Beep only/ Beep+Name/ Silent/ Group Default	
Q&A departure	How to announce attendees being removed from floor in meetings this user schedules.	Group Default	Beep only/ Beep+Name/ Silent/ Group Default	
Automatically ask next question?	Whether to automatically promote the next waiting attendee to floor in meetings this user schedules.	Group Default	Yes/No/Group Default	
More than one question per site?	Whether to allow attendees in meetings scheduled by this user to ask more than one question at a time. When *Yes*, participants may ask up to five questions.	Group Default	Yes/No/Group Default	

Field	Description	Default	Options/ Field size	Value
Tell my position in line?	Whether to tell attendees in meetings scheduled by this user their current position in line.	Group Default	Yes/No/Group Default	
Disable floor warning prompt?	Whether to tell attendees in meetings scheduled by this user they are next to ask a question (or speak) on the floor.	Group Default	Yes/No/Group Default	
Profile flex field 1	Profile fields customized with your business information.	—	—	
Profile flex field 2	Profile fields customized with your business information.	—	—	
Profile flex field 3	Profile fields customized with your business information.	—	—	
Profile flex field 4	Profile fields customized with your business information.	—	—	
Profile flex field 5	Profile fields customized with your business information.	—	—	
Profile flex field 6	Profile fields customized with your business information.	—	—	
Profile flex field 7	Profile fields customized with your business information.	—	—	

NOTE For the Type of E-mail System field, choose the value that corresponds to the e-mail system installed at your company.

For this e-mail system	Choose
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

5 Introducing Cisco MeetingPlace to your company

After you decide to make MeetingPlace a key component of your conferencing strategy, it is then time to roll out MeetingPlace to your employees with the Rapid Adoption Plan (RAP). RAP is a five-step plan to introduce users to MeetingPlace, train them on the system, and get them using it. The goal of RAP 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:

- "RAP: Five steps to collaboration" on page 5-1
- "RAP Worksheets" on page 5-3

If someone other than you is responsible for introducing MeetingPlace to your company, give that person the information in this chapter.

RAP: Five steps to collaboration

Cisco Systems 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.

See "Worksheet 5-1 Step 1: Prepare" on page 5-4.

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.

See "Worksheet 5-2 Step 2: Announce" on page 5-7.

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 *Cisco MeetingPlace Audio Server 5.2 System Manager's Guide* that describes how to manage, administer and troubleshoot the MeetingPlace system. You receive the *Cisco MeetingPlace Audio Server 5.2 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:

- **The Cisco 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.

See "Worksheet 5-3 Step 3: Quick start" on page 5-8.

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 (for example, crisis management, product demos, or sales meetings). Toward 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 a wide array of customer organizations to discuss issues and solutions with each other.

See "Worksheet 5-4 Step 4: Permeate" on page 5-10.

Step 5: Monitor and expand

The final step in any good plan is reviewing the plan's success and provisioning for the future. Towards this aim, the Cisco marketing department administers an End User Satisfaction Survey. Your MeetingPlace Application Consultant can provide you with more information about this. As more users adopt MeetingPlace, capacity planning helps to ensure availability of sufficient capacity.

See "Worksheet 5-5 Step 5: Monitor and expand" on page 5-12.

RAP Worksheets

This section contains worksheets for gathering information for the training and rollout of your MeetingPlace system. Each worksheet is a step in the RAP program.

- "Worksheet 5-1 Step 1: Prepare" on page 5-4
- "Worksheet 5-2 Step 2: Announce" on page 5-7
- "Worksheet 5-3 Step 3: Quick start" on page 5-8
- "Worksheet 5-4 Step 4: Permeate" on page 5-10
- "Worksheet 5-5 Step 5: Monitor and expand" on page 5-12

Work with your MeetingPlace Application Consultant to complete the worksheets and determine the best tools for your environment.

Worksheet 5-1 Step 1: Prepare

NOTE In the following worksheet, *AM* is the Cisco Account Manager, and *AC* is the MeetingPlace Application Consultant.

Timeline	Owner	Status	Notes
Pre-rollout			
1. Decide on an enterprise-wide or departmental strategy		☐	
2. If departmental strategy, define key functional departments to use solution:		☐	Information provided by AM
A.			
B.			
C.			
3. What is the pending event? (For example, eliminate long distance carrier, integrate Outlook into desktop infrastructure.)			Provided by AM
A.			
B.			
C.			
4. Ensure MeetingPlace phone number is listed in company directory.	AC	☐	
5. Customize electronic marketing campaigns		☐	
• E-Mail campaign		☐	
• Voice mail campaign		☐	
• MeetingPlace Reference Center		☐	
• Newsletter campaign		☐	
6. Customize End User Awareness Tools (when necessary) and make ready for distribution		☐	
• QRC Web		☐	
• QRC Web Scheduling/Attending		☐	
• QRC Outlook		☐	
• QRC Phone		☐	

Timeline	Owner	Status	Notes
• New Hire Awareness Kit		☐	
7. Create link from corporate intranet to MeetingPlace Dedicated Reference Center page		☐	
8. Support Staff Readiness		☐	
2 hours: System Manager training		☐	
9. Determine dates and times for onsite or remote training classes		☐	
10. If onsite, reserve an appropriately sized meeting or training room with the following requirements:		☐	
• Two telephone lines (one should be a polycom or speakerphone) • Overhead data display projector (better than individual computers for users) • One computer connected to the LAN with MeetingTime client software installed, and Internet access • Outlook/Notes access with executable (if applicable)		☐	
1.5 hours: Contact/Attendant/Help Desk training		☐	
11. Determine dates and times for onsite or remote training classes		☐	
12. If onsite, reserve an appropriately sized meeting or training room with the following requirements:		☐	
• Two telephones (one should be a polycom or speakerphone) • Overhead data display projector (not needed if the class is small and every user has a computer connected to the LAN) • One computer connected to the LAN with MeetingTime client software installed, and Internet access • Outlook/Notes access with executable (if applicable)			
13. Support Structure Response Commitment		☐	
14. FAQs		☐	

Timeline	Owner	Status	Notes
15. Design End User Training Strategy		☐	
Train the Trainer Option		☐	
• Meet with corporate trainer		☐	
• Provide relevant training templates		☐	
• Provide supplemental materials as required		☐	
• Customize links in Dedicated Reference Center pages to point to customer's internal training center		☐	
• Schedule session to train the corporate trainer		☐	
Cisco Administered Live Training Option		☐	See "Worksheet 5-4 Step 4: Permeate" on page 5-10 for details
• Determine dates or times for onsite or remote training classes		☐	
• If onsite, reserve an appropriately sized meeting or training room with the requirements outlined in Worksheet 6-4		☐	
MeetingPlace Reference Center Option		☐	
E-mail the MeetingPlace Reference Center link to system manager for dispersal to end users		☐	
16. Alert human resources department of the New Hire Awareness Kit		☐	
• Customize New Hire Awareness Kit with human resources department		☐	
17. Incorporate feedback from Pilot Group into all strategies		☐	
18. Customize MeetingPlace templates as required (Web, Outlook)		☐	

Worksheet 5-2 Step 2: Announce

NOTE In the following worksheet, *AC* is the MeetingPlace Application Consultant.

Timeline	Owner	Status	Notes
Weeks 1–2			
NOTE All steps may not be required. Review with your MeetingPlace Application Consultant.			
1. Define audience: enterprise-wide, marketing dept., sales dept., and so on	AC w/corporate communications department	☐	
2. E-mail campaign		☐	
• Announce MeetingPlace		☐	
• Define profile with training invitation		☐	
• Quick Start Guide		☐	
3. Voice mail campaign		☐	
• Announce MeetingPlace		☐	
• Invite to take a “voice tour” #9		☐	
4. Dedicated Reference Center campaign		☐	
• Reference in all materials (for example, e-mail messages, training slides)		☐	
• Help Desk Awareness in support structure		☐	
• Advertise on company home page		☐	
• Maintain MeetingPlace Reference Center for continuous MeetingPlace presence		☐	
5. Corporate Newsletter campaign		☐	
• Submit tips, applications on success stories for corporate newsletter		☐	

Worksheet 5-3 Step 3: Quick start

NOTE In the following worksheet, *AC* is the MeetingPlace Application Consultant

Timeline	Owner	Status	Notes
Weeks 2–3			
1. MeetingPlace E-mail Tips campaign	AC w/corporate training and communications departments	☐	
• One MeetingPlace tip each week for six weeks (same day of week)		☐	
• One MeetingPlace application each week for six weeks (same day each week)		☐	
• Include links to self-help strategies on MeetingPlace Reference Center		☐	
2. Onsite Marketing (choose one of the following options. You may be charged extra for additional onsite strategies)		☐	
• Lunch and Learn (hands-on session)		☐	
• All Hands Demo (ten-minute demonstration during company-wide meeting)		☐	
• Lunch Demo (non hands-on session)		☐	
• Technology fair		☐	
• Lobby presentation		☐	
1 hour			
3. End user training, to be completed by Cisco		☐	
• Determine dates and times for onsite or remote training classes		☐	
• If onsite, reserve an appropriately sized meeting or training room with the following requirements:		☐	

Timeline	Owner	Status	Notes
– 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)		☐	
• Distribute training materials to the user community if necessary		☐	
• Send e-mail reminder day before training with the following: – Slides – Link to MeetingPlace Reference Center/ MeetingPlace web site –QRCs		☐	
4. Post-training			
• Send e-mail to end users so they can register on MeetingPlace University for follow-up training		☐	

Worksheet 5-4 Step 4: Permeate

NOTE In the following worksheet, *AC* is the MeetingPlace Application Consultant.

Timeline	Owner	Status	Notes
Week 3–continuous			
1. If you chose the Train the Trainer option: consult with corporate trainer to ensure training strategy is in place.	AC/AM with System Manager	☐	
• Incorporate into current company-wide training strategy?		☐	
• Incorporate into current company-wide training tools?		☐	
2. If you chose the Live Training option: once a month, send e-mail blast with MeetingPlace University schedule		☐	
3. If you chose the MeetingPlace Reference Center Option: once a month, send out e-mail blast with information about the MeetingPlace Reference Center.		☐	
4. Begin Departmental Strategy (for deeper deployment)		☐	
• Identify “power” departments or top users		☐	
A.			
B.			
C.			
• Identify managers in relevant departments		☐	
A.			
B.			
C.			
• Identify top users in departments		☐	
A.			
B.			
C.			
• Define 3–5 specific department applications. These stories guide demos, presentations, and training		☐	

Timeline	Owner	Status	Notes
A.			
B.			
C.			
D.			
E.			
• Design/Create appropriate leave-behinds for department		☐	
• Complete application demo or other appropriate presentation format for department		☐	
• E-mail link to application stories from other customers in the same department		☐	
• Assign expert buddy in each department to answer questions		☐	
5. Determine the next department to work with		☐	
A.			
B.			

Worksheet 5-5 Step 5: Monitor and expand

NOTE In the following worksheet, *AC* is the MeetingPlace Application Consultant.

Timeline	Owner	Status	Notes
Begin in month 3			
1. Facilitate discussion with Cisco marketing department regarding Customer Satisfaction program	AC or System Manager	☐	
2. Review usage pattern.		☐	
• Run Raw Meeting Detail or Billing Information Detail report			
3. Request assistance from Cisco marketing department for Capacity Planning (with ROI, utilization patterns, and so on)	AC or System Manager	☐	

The next step

Congratulations! You are 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 to get started. Your MeetingPlace Support Representative is standing by to provide you with additional information and guidance.

A Time zone import codes

Use the following time zone import codes to show numeric values of time zones when you create files for importing user profile information. There are 319 time zones to accommodate the rules of each country and region. MeetingPlace supports all 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 their local time.

Code	Country	Code	Country
0	factory	23	Africa/Harare
1	localtime	24	Africa/Johannesburg
2	Africa/Abidjan	25	Africa/Kampala
3	Africa/Accra	26	Africa/Khartoum
4	Africa/Addis_Ababa	27	Africa/Kigali
5	Africa/Algiers	28	Africa/Kinshasa
6	Africa/Asmera	29	Africa/Lagos
7	Africa/Bamako	30	Africa/Libreville
8	Africa/Bangui	31	Africa/Lome
9	Africa/Banjul	32	Africa/Luanda
10	Africa/Bissau	33	Africa/Lubumbashi
11	Africa/Blantyre	34	Africa/Lusaka
12	Brazzaville	35	Africa/Malabo
13	Africa/Bujumbura	36	Africa/Maputo
14	Africa/Cairo	37	Africa/Maseru
15	Africa/Casablanca	38	Africa/Mbabane
16	Africa/Conakry	39	Africa/Mogadishu
17	Africa/Dakar	40	Africa/Monrovia
18	Africa/Dar_es_Salaam	41	Africa/Nairobi
19	Africa/Djibouti	42	Africa/Ndamena
20	Africa/Douala	43	Africa/Niamey
21	Africa/Freetown	44	Africa/Nouakchott
22	Gaborone	45	Africa/Ouagadougou

Code	Country	Code	Country
46	Africa/Porto-Novo	77	America/Guadeloupe
47	Africa/Sao_Tome	78	America/Guatemala
48	Africa/Timbuktu	79	America/Guayaquil
49	Africa/Tripoli	80	America/Guyana
50	Africa/Tunis	81	America/Halifax
51	Africa/Windhoek	82	America/Havana
52	America/Anchorage	83	America/Jamaica
53	America/Anguilla	84	America/Knox_IN
54	America/Antigua	85	America/La_Paz
55	America/Asuncion	86	America/Lima
56	America/Adak	87	America/Los_Angeles
57	America/Barbados	88	America/Managua
58	America/Belize	89	America/Manaus
59	America/Bogota	90	America/Martinique
60	America/Buenos_Aires	91	America/Mazatlan
61	America/Caracas	92	America/Mexico_City
62	America/Cayenne	93	America/Miquelon
63	America/Cayman	94	America/Montevideo
64	America/Chicago	95	America/Montreal
65	America/Costa_Rica	96	America/Montserrat
66	America/Curacao	97	America/Nassau
67	America/Denver	98	America/Navajo
68	America/Detroit	99	America/New_York
69	America/Dominica	100	America/Noronha
70	America/Edmonton	101	America/Panama
71	America/El_Salvador	102	America/Paramaribo
72	America/Ensenada	103	America/Phoenix
73	America/Fort_Wayne	104	America/Port_au_Prince
74	America/Godthab	105	America/Port_of_Spani
75	America/Grand_Turk	106	America/Porto_Acre
76	America/Grenada	107	America/Puerto_Rico

Code	Country	Code	Country
108	America/Regina	139	Asia/Dubai
109	America/Santiago	140	Asia/Dushanbe
110	America/Santo_Domingo	141	Asia/Bishkek
111	America/Sao_Paulo	142	Asia/Gaza
112	America/Scoresbysund	143	Asia/Hong_Kong
113	America/St_Johns	144	Asia/Irkutsk
114	America/St_Kitts	145	Asia/Istanbul
115	America/St_Lucia	146	Asia/Jakarta
116	America/St_Vincent	147	Asia/Jayapura
117	America/Tegucigalpa	148	Asia/Kabul
118	America/Thule	149	Asia/Kamchatka
119	America/Tijuana	150	Asia/Karachi
120	America/Vancouver	151	Asia/Katmandu
121	America/Virgin_Is	152	Asia/Kuala_Lumpur
122	America/Whitehorse	153	Asia/Kuwait
123	America/Winnipeg	154	Asia/Macao
124	Asia/Aden	155	Asia/Magadan
125	Asia/Alma-Ata	156	Asia/Manila
126	Asia/Amman	157	Asia/Muscat
127	Asia/Anadyr	158	Asia/Nicosia
128	Asia/Ashkhabad	159	Asia/Novosibirsk
129	Asia/Baghdad	160	Asia/Omsk
130	Asia/Bahrain	161	Asia/Phnom_Penh
131	Asia/Baku	162	Asia/Pyongyang
132	Asia/Bangkok	163	Asia/Quatar
133	Asia/Beirut	164	Asia/Rangoon
134	Asia/Brunei	165	Asia/Riyadh
135	Asia/Calcutta	166	Asia/Saigon
136	Asia/Colombo	167	Asia/Seoul
137	Asia/Dacca	168	Asia/Shanghai
138	Asia/Damascus	169	Asia/Singapore

Code	Country	Code	Country
170	Asia/Yekaterinburg	201	Australia/Perth
171	Asia/Taipei	202	Australia/Sydney
172	Asia/Tashkent	203	Europe/Amsterdam
173	Asia/Tbilisi	204	Europe/Andorra
174	Asia/Tehran	205	Europe/Athens
175	Asia/Tel_Aviv	206	Europe/Belfast
176	Asia/Thimbu	207	Europe/Belgrade
177	Asia/Tokyo	208	Europe/Berlin
178	Asia/Ujung_Pandang	209	Europe/Bratislava
179	Asia/Ulan_Bator	210	Europe/Brussels
180	Asia/Vientiane	211	Europe/Bucharest
181	Asia/Vladivostok	212	Europe/Budapest
182	Asia/Yakutsk	213	Europe/Chisinau
183	Asia/Yerevan	214	Europe/Copenhagen
184	Atlantic/Azores	215	Europe/Dublin
185	Atlantic/Bermuda	216	Europe/Gibraltar
186	Atlantic/Canary	217	Europe/Helsinki
187	Atlantic/Cape_Verde	218	Europe/Istanbul
188	Atlantic/Faeroe	219	Europe/Kiev
189	Atlantic/Madeira	220	Europe/Lisbon
190	Atlantic/Reykjavik	221	Europe/Ljubljana
191	Atlantic/South_Georgia	222	Europe/London
192	Atlantic/St_Helena	223	Europe/Luxembourg
193	Atlantic/Stanley	224	Europe/Madrid
194	Australia/Adelaide	225	Europe/Malta
195	Australia/Brisbane	226	Europe/Minsk
196	Australia/Broken_Hill	227	Europe/Monaco
197	Australia/Darwin	228	Europe/Moscow
198	Australia/Hobart	229	Europe/Oslo
199	Australia/Lord_Howe	230	Europe/Paris
200	Australia/Melbourne	231	Europe/Prague

Code	Country	Code	Country
232	Europe/Riga	263	GMT–11
233	Europe/Rome	264	GMT–12
234	Europe/Sarajevo	265	GMT–2
235	Europe/Skopje	266	GMT–3
236	Europe/Sofia	267	GMT–4
237	Europe/Stockholm	268	GMT–5
238	Europe/Tallinn	269	GMT–6
239	Europe/Tirane	270	GMT–7
240	Europe/Vaduz	271	GMT–8
241	Europe/Vienna	272	GMT–9
242	Europe/Vilnius	273	Indian/Antananarivo
243	Europe/Warsaw	274	Indian/Christmas
244	Europe/Zagreb	275	Indian/Comoro
245	Europe/Zurich	276	Indian/Mahe
246	GMT	277	Indian/Maldives
247	GMT+0	278	Indian/Mauritius
248	GMT+1	279	Indian/Mayotte
249	GMT+10	280	Indian/Reunion
250	GMT+11	281	Pacific/Auckland
251	GMT+12	282	Pacific/Belau
252	GMT+13	283	Pacific/Chatham
253	GMT+2	284	Pacific/Cocos
254	GMT+3	285	Pacific/Easter
255	GMT+4	286	Pacific/Efate
256	GMT+5	287	Pacific/Enderbury
257	GMT+6	288	Pacific/Fakaofo
258	GMT+7	289	Pacific/Fiji
259	GMT+8	290	Pacific/Funafuti
260	GMT+9	291	Pacific/Galapagos
261	GMT–1	292	Pacific/Gambier
262	GMT–10	293	Pacific/Guadalcanal

Code	Country	Code	Country
294	Pacific/Guam	307	Pacific/Port_Moresby
295	Pacific/Honolulu	308	Pacific/Rarotonga
296	Pacific/Kiritimati	309	Pacific/Pago_Pago
297	Pacific/Kwajalein	310	Pacific/Tahiti
298	Pacific/Majuro	311	Pacific/Tarawa
299	Pacific/Marquesas	312	Pacific/Tongatapu
300	Pacific/Midway	313	Pacific/Truk
301	Pacific/Nauru	314	Pacific/Wake
302	Pacific/Niue	315	Pacific/Wallis
303	Pacific/Norfolk	316	Pacific/Yap
304	Pacific/Noumea	317	Atlantic/Jan_Mayen
305	Pacific/Pitcairn	318	Indian/Chagos
306	Pacific/Ponape		

B Security parameters

The following table shows the security parameters that are available to help you secure your system. For more information on planning for security, see Chapter 2, “About Cisco MeetingPlace.”

NOTE Unless “via phone” or a specific tab is mentioned, all parameters are located in the Configure tab in MeetingTime.

Parameter	Description	Location	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 log into 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 customer 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

Parameter	Description	Location	Options	Default
Display mtg to everyone?	Restricts who can see meetings scheduled by this user (*Yes* lets anyone see meetings scheduled by this user from Browse Meetings link in MeetingPlace Web or on MeetingTime reception board. Value can be changed by meeting when users schedule meetings.)	User/Group Profile	Yes/No	No
Allow guest outdial?	Whether guests are given outdial privileges (*Yes* allows MeetingPlace to outdial guest users when they click Join Voice Conference button from the Web. Meeting schedulers can change value by meeting only if Can Schedule Guest Outdial Mtgs parameter is *Yes* in their profile.)	User/Group Profile	Yes/No	No
Scheduling restrictions	Whether users can schedule meetings ("Near Term Mtg Limit" value determines how many meetings users can schedule in six hours.)	User/Group Profile	Unrestricted/ Cannot Schedule/ Near Term Mtg Limit	Unre-stricted
Meeting Access				
Entry announcement	Announces meeting participants as they enter meeting (*Beep+Name* requires all guests to record their name before entering meetings. Guests who enter without identifying themselves should be asked for identification by other participants.)	User/Group Profile	Beep only/ Beep+Name/ None	Beep+ Name

Parameter	Description	Location	Options	Default
Can schedule guest outdial mtgs?	Whether users can schedule meetings that allow guests to join the voice conference over the Web. (*Yes* lets users change the Allow Guest Outdial in Mtgs parameter per meeting.)			

C 8112 and 8106 platform specifications

This appendix describes the MeetingPlace 8112 and 8106 platform specifications.

8112 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 e-mail

8112 technical specifications

The following table describes technical specifications for the 8112 platform:

Area (8112)	Specification
Capacity	• Maximum 12 DSP cards (T1 Smart Blade, Smart Blade, Multi Access Blade MA-4 or MA-16) • 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 960 IP ports, supports G. 711 and G.729a voice compression codecs; H.323 and SIP call control • Non-blocking N/2 simultaneous conferences, where “N” equals the total number of ports • Mix and match T1/E1/T1-PRI and IP end points • Maximum 550 parties per conference • Database size: 250,000 profiles, 200,000 conferences • Recording space: 2700 hours, 100 simultaneous recording sessions
Size and 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

Area (8112)	Specification
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), Bellcore (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 Compact PCI backplane • Network backup to remote servers
Environment	• 10 to 40 degree Celsius operating • 5% to 80% humidity non-condensing
Electrical	• System voltage: 100–240 VAC; frequency: 50–60 Hz • 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 • Modem serial port access • Front panel diagnostic serial port

8106 key features

- Compact PCI voice conferencing system
- MeetingPlace leading application software with integrated web conferencing capabilities
- Calendar integration with Microsoft Outlook and Lotus Notes
- Corporate LDAP directory management
- Notifications through e-mail

8106 technical specifications

The following table describes technical specifications for the 8106 platform:

Area (8106)	Specification
Capacity	• Up to 576 ports in a T1 CAS system • Up to 368 ports in a T1 PRI system (North America only) • Up to 480 IP ports, supports vocoders G.71.1 (A-law and u-law) and G.729a, supports signaling H.323 and SIP • Mix and match T1 and IP end points • Non-blocking N/2 simultaneous conferences • Up to 480 ports in an E1 system • Mix and match E1 and IP end points
Size and weight	• Height: 7 inches (18 cm) • Width: 18.9 inches (48 cm) • Depth: 14.5 inches (37 cm) • Up to 40 lbs (18.2 kg) fully loaded
Mounting	• Per EIA standard RS-310-C in 19-inch 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 start, or loop start • T1 PRI framing: ESF or D4/SF framing • T1 PRI linecodes: AMI or B8ZS • T1 PRI protocols: AT&T (TR41459), Bell (NI-2), Nortel (DMS-100) • E1 framing: CRC4 or non-CRC4 • E1 linecodes: HDB3 • E1 protocols: Euro ISDN or QSIG (QSIG-ECMA and QSIG-ETSI)
Redundancy	• Two hot-swappable redundant power supply units • Dual 36GB disk drives • Network backup to remote servers
Environment	• 10- to 40-degree Celsius operating • 5% to 85% humidity, non-condensing
Electrical	• System voltage: 100–240 VAC; frequency: 50–60 Hz • Maximum 250 watts output
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

When configuring the MeetingPlace 8112 or 8106 server 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, "Cisco 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

A printout of a Siemens HiPath 4000 configuration is shown on the next three pages.

```
Latitude setup for HiPath 4000


COP:  11  INFO:
   DEVICE: INDEP        SOURCE: DB
   PARAMETER:
        DUALTONE MULTIPLEFREQUENCY                                      DTMF
        LINE WITH START-DIAL-SIGNAL                                     SDL
        LINE WITH ANSWERING                                             ANS
        SPECIAL MODE                                                    SFRM
        BACKWARD RELEASE AFTER RELEASE                                  RLSA
        NORTH AMERICAN ANALOG TRUNK                                     NAAT
        START-DIALING-SIGNAL TIMER 1 (AMO DTIM2: PARAMETER STADIAL1)  TIM1
        PREDIALING DELAY 1 (AMO DTIM2: PDLY1)                           PDP1
        MAKE/BREAK RATIO FOR DTMF 1 (PULSE=80MS,PAUSE=80MS)             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                    RCL
        TRUNK SIGNALING ANSWER                                          ANS
        REGISTRATION OF IMPLAUSIBLE EVENTS                              IEVT
        AUTOM.DTMF CONVERSION ON INCOM.CALL WHILE IN TALK STATE         AMFC
        NO TONE                                                         NTON

ADD-COT: 11,RCL&ANS&IEVT&AMFC&NTON;


+------------------------------- FORMAT = L -----------------------------------+
|  TGRP NUMBER :    11   TGRP NAME   : LATITUDE           MAXIMUM NO.   :   96 |
|                        CHARCON     : NEUTRAL                                |
|  SUBGROUP NO.:    75   DEVICE TYPE : T1EMW              TRACENO       :    0 |
|  RESERVED    :     N   SEARCH MODE : CIRCULAR            ACD THRESHOLD :    * |
|  NUMBER OF ASSOCIATED ROUTES       : 1                  PRIORITY      :    2 |
|  TDDRFLAG    :    ON  TDDRTHRESHOLD: 0                 SOURCEGROUPIDX :    1 |
|  GDTRRULE    :     0      ACDPMGRP : 0                                      |
|  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;

                          ANALOG TRUNKS (FORMAT=L)
PEN      |                      1-10-79-1 |                                |
---------|--------------------------------|--------------------------------|
DEVTYPE  |                             TT |                                |
DEV      |                          T1EMW |                                |
COTNO    |                             11 |                                |
COPNO    |                             11 |                                |
DPLN     |                              0 |                                |
ITR      |                              0 |                                |
TGRP     |                             11 |                                |
COFIDX   |                              0 |                                |
CCT      |                                |                                |
DESTNO   |                             11 |                                |
INS      |                              Y |                                |
COS      |                             25 |                                |
LCOSV    |                             12 |                                |
LCOSD    |                             12 |                                |
INIGHT   |                                |                                |
NNO      |                         1-1-11 |                                |
ALARMNO  |                              0 |                                |
CARRIER  |                              1 |                                |
ZONE     |                          EMPTY |                                |
LIN      |                              0 |                                |
CIDDGTS  |                           NONE |                                |
CBMATTR  |                           NONE |                                |
SRCGRP   |                              1 |                                |
CLASSMRK|   EC              G711 G729OPT |                                |
TCCID    |                                |                                |
DITIDX   |                              0 |                                |
TRTBL    |                            DID |                                |
RULEIDX  |                              1 |                                |
ATNTYP   |                             TO |                                |
DGTPRT1  |                                |                                |
-------------------------------------------------------------------------------

ADD-TACSU:1-10-79-1,,11,11,0,0,25,12,12,,11,0,"            ",11,1-1-11,0,1,EMPTY
,0,NONE,NONE,1,EC&G711&G729OPT,"
",0,DID,1,TO,Y,TT,T1EMW,;


+-------------------------------------------------------------------+
| LRTE = 12     NAME = LATITUDE         (NEUTRAL)  LSVC = ALL       |
| DNNO =1 -1  -12  PDNNO =1 -1  -12  DESTNO = 12                    |
| ROUTOPT = NO     REROUT = YES   PLB = NO     FWDBL = NO           |
| DTMFCNV = FIX     DTMFDSP = WITHOUT DTMFTEXT =                    |
| DTMFPULS = PP300 BUGS = LIN  ROUTATT = NO       MAINGRP =   30    |
| EMCYRTT = NO       CONFTONE = NO   RERINGRP = NO   RTENO =   30   |
| INFO =                                                            |
+-------------------------------------------------------------------+
| TGRP =  11  LDAT  LATITUDE           (NEUTRAL)  SUBGROUP =   75   |
+-------------------------------------------------------------------+
```

```
ADD-RICHT:LRTENEW,12,ALL,"LATITUDE       ",11,1-1-12,,,FIX,,"",
PP300,,,12,,NO,NO,"",1-1-12,NEUTRAL,NO,NO;

+-------------------------------------------------------------------------+
| LROUTE = 12    LDPLN      NAME = LATITUDE                 SERVICE =  ALL |
| TYPE = LCR                                   DNNO OF ROUTE  = 1 -1  -12 |
| SERVICE INFO =                                                          |
+-------+-----+-----+-----+------+----------+------------+----------+------+
|       |     |     |     |      | SCHEDULE | CARRIER    |          |      |
| LRTEL | LVAL| TGRP|  ODR| LAUTH| ABCDEFGH |       ZONE |    LATTR | LDSRT|
+-------+-----+-----+-----+------+----------+------------+----------+------+
|     1 |    1|   11|    1|  1   | ******** | 1    EMPTY |     NONE |      |
|       | DNNO = 1 -1  -12                                                |
+-------+-----+-----+-----+------+----------+------------+----------+------+

 ADD-LDAT:12,ALL,1,,11,1,1,,1,EMPTY,NONE,1-1-12,4,,,,,,;

+--------------+-------------------------------------------------+
|              |                                                 |
| 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        |
-------------------------------------------------------------------------
|                 |    CALL PROGRESS STATE     |  DIGIT    | RESERVED/CONVERT |
|      CODE       |            1 11111 11112 22| ANALYSIS  | DNI/ADD-INFO     |
|                 |0 12345 67890 12345 67890 12|  RESULT   | *=OWN NODE       |
-------------------------------------------------------------------------
| 46666           |. .**** ***** **... ..... .*| 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 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 (see "Administering MeetingPlace through modem interface" on page E-1)
- TCP/IP connection using a crossover LAN cable (see "Administering MeetingPlace using a crossover LAN cable connection" on page E-2)

Administering MeetingPlace through modem interface

The 8112 or 8106 (and PCI) MeetingPlace server comes with a modem with which you can 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

Configure the dial-up connection that is provided with each operating system to dial up the MeetingPlace server. For example, in Windows NT, do the following:

1. In Windows, chose **Start** menu > **Programs** > **Accessories** > **Dial-up Networking**.
2. In the Dial-up Networking dialog box, click **New** to display the New Phonebook Entry dialog box.
3. For **Entry name** and **Phone number**, enter a name to identify your MeetingPlace Server, and the phone number for your MeetingPlace modem. For **Dial using**, choose a modem. Then click the **Server** tab to configure the slip connection.

4. In the Server tab, do the following:
   - For **Dial-up server type**, choose SLIP
   - For **TCP/IP**, make sure the checkbox is selected.
   - Click the **TCP/IP Settings** button to configure TCP/IP.
5. 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
   - Keep **Frame size** at 1006
6. In the New Phonebook Entry dialog box, click **OK**.

   After configuring the dialup networking connection, you only need to select the phonebook entry that corresponds to your MeetingPlace server.

   After you are connected to the MeetingPlace server, you can start your MeetingTime client.
7. 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 *Cisco MeetingPlace Audio Server 5.2 Customer Engineer Guide*.

About NSF codes

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 do not 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 *Cisco MeetingPlace Audio Server 5.2 Customer Engineer Guide*.

1. Gather the NSF code information:
   - Determine information about the NSF codes (see "Gathering NSF code information" on page F-2).
   - Then complete "Worksheet F-1 NSF code information for PRI trunks" on page F-4.
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.

If failures occur, see the troubleshooting information in the *Cisco MeetingPlace Audio Server 5.2 Customer Engineer Guide*.

Gathering NSF code information

Before you configure the NSF codes, you must gather the following information. (For information about how to find this information, see “Finding the NSF code information” on page F-3.)

Item	Description
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 is has BFCV of 3 and parameter (SID) of 2. Vari-A-Bill (AT&T) has a BFCV of 9 and parameter of 6.

Finding the NSF code information

To find the information, you can do either of the following:

- **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) do not use a PBX with MeetingPlace; you (or the customer) do not 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-decoded form.

  - If it is 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 is in a semi-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 only needed for outdialing directly to the PSTN (Central Office). **If no, skip the rest of this worksheet.**	☐
2. Will MeetingPlace need NSF codes to complete outdials?	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 only needs to invoke certain *services* 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 CIDs, does the carrier use all four digits or only the lower three of four digits?	For example, the CID for AT&T is 1288, but AT&T uses 288.	☐

G Glossary

A

annotate Adding text or graphics to a document or presentation in a real-time, interactive manner. This feature is available in MeetingPlace Web subject to permissions.

application sharing A web conferencing mode. Application sharing enables multiple users to control an application or the desktop environment. The owner of the application or desktop decides whether to share.

application showing A web conferencing mode. Enables users to display an application, a portion of their screen, or their entire desktop to all users in a conference.

attachment Additional information that is associated with a meeting. Users with the appropriate permissions may associate information with a meeting anytime before, during, or after the meeting.

attendant A class of user. Attendants are profile users who have permanent Delegate permissions for all users in their organization *See also* delegate, help desk.

attendee A user who is in a MeetingPlace meeting.

audience A user with the Audience permissions, the lowest data permissions level. Audiences may view web conferencing modes and answer polls within the meeting.

audio ULs The number of concurrent user licenses purchased for access through the MeetingPlace Audio Server.

Audio Server *See* MeetingPlace Audio Server.

authentication The process of checking a user's identification information with a directory to confirm the user's identity.

B

bandwidth The information-carrying capacity of a communications channel measured in bits-per-second for digital systems or in megaHertz (MHz) for analog systems.

blast outdial An automated outdial to all meeting attendees at the time of the meeting. Users can schedule meetings to enable blast outdial. *See also* outdial.

bot "Intelligent Agent" software that performs a task automatically, based on business rules.

breakout box A hardware component that provides a standard RJ-45 telephony interface for E1/T1 PRI systems.

breakout session An opportunity for two or more meeting attendees to communicate privately outside of the main meeting. MeetingPlace currently supports nine simultaneous audio only breakout sessions.

bulletin board In the MeetingPlace Reference Center, the bulletin board is the area to the right of the main web page. The bulletin board appears on every page of the MeetingPlace Reference Center.

C

Channel Service Unit *See* CSU.

chat Real-time text messaging communication between two or more users by computer. Chat is available as part of the meeting room.

class-of-service privileges User permissions, such as scheduling, outdialing, and recording, that depend on the attendee's user class. *See also* user class.

Click-to-Attend (CTA) A customized hyperlink in the body of meeting notifications that connects users directly to their meeting. The Click-to-Attend is based on the IP address of the MeetingPlace Web server hosting the meeting.

client software Application software that requests services from other software to complete its tasks. Typically, software on one computer that interacts with software on another computer.

cluster A group of MeetingPlace servers that perform the same function and conceptually operate as a single unit. Load balancing is used among the members of a cluster to optimize the performance of the system.

CODEC COder-DECoder. A device that encodes or decodes a signal and used typically for converting analog to digital or compressing digital information into more efficient formats. In IP, *codec* refers to any technology for compressing and decompressing data.

concurrent ULs Specifies the number of users that can use a function or software at the same time.

conference organizer The owner of a meeting. A conference organizer has the Moderator permissions for the duration of the meeting. (This permissions level is irrevocable for the duration of the meeting.) *See also* moderator.

Connected Telephone Equipment *See* CPE.

contingency ULs A subset of audio ULs that are reserved to handle transfers to delegates or attendants.

continuous meeting A type of meeting that is always in session and available to attendees. Resources are reserved 24 hours a day, 7 days a week.

cookie A small data file written to the hard drive of a user's desktop by some web sites. The sending web sites use cookies to keep track of a user's web patterns and preferences and stores them on the user's hard disk.

CPE Customer Premises Equipment. Used in North America for equipment (such as telephones, PBXs, modems, and video conferencing devices) connected to the telephone network and residing on the customer's premises. In Europe, Connected Telephone Equipment (CTE) is used.

CSU Channel Service Unit. A device used to connect a digital phone line from the phone company into network access equipment located on a customer's premises. A CSU may also be built into the network interface of the network access equipment.

Customer Premises Equipment *See* CPE.

Professional Services A department within Cisco Systems that develops and supports customizations that are not part of the standard support offering.

D

delegate A user with the Delegate permissions. (Also referred to as a *contact* within MeetingPlace Web.) Delegates may schedule a meeting within the system for someone else. Within the meeting, a delegate has the Moderator permissions, while the other user is recognized as the conference organizer. *See also* conference organizer, moderator, user class.

Demilitarized Zone *See* DMZ.

DHCP Dynamic Host Configuration Protocol. A standards-based protocol for dynamically allocating and managing IP addresses. DHCP runs between individual computers and a DHCP server to allocate and assign IP addresses to the computers as well as limit the time for which the computer can use the address. When the time expires on the use of the IP address, the computer must contact the DHCP server again to obtain an address.

DMZ DeMilitarized Zone. A special LAN on the public network side of the corporate firewall that allows for interaction without compromising the security of the corporate network. The DMZ is used to support meetings that are accessible by both external and internal attendees.

DNS Domain Name Server. An Internet service that translates domain names into IP addresses.

domain name The portion of a symbolic name that corresponds to the network number in the IP address. In the symbolic name *name@mycompany.com*, the domain name is *mycompany.com*.

Domain Name Server *See* DNS.

Domino server A network application that manages Lotus Notes resources. MeetingPlace Notes Gateway integrates with the Domino server to enable users to schedule meetings and distribute notifications within the Notes environment.

DTMF Dual Tone Multi-Frequency. A signaling method that allocates a specific pair of frequencies to each key on a touch-tone telephone. DTMF makes it possible to use the telephone keys for UI input.

Dual Tone Multi-Frequency *See* DTMF.

dynamic host configuration protocol *See* DHCP.

dynamic IP The process of assigning an IP address to a caller from an IP address pool.

E

E1 line A 2.048-Mbps line that supports 32 64-Kbps channels, each of which can transmit and receive data or digitized voice.

echo cancelation A software process whereby audio echo created during a meeting is removed.

EISA Enhanced Industry Standard Architecture. A type of high-speed IBM PC data bus.

e-mail Electronic mail. Electronic messages, usually text, sent from one person to another. E-mail can also be broadcast automatically to a large number of addresses.

encryption A security process for reducing the potential for unauthorized usage. Typically used for data transmitted over a public network. The original data, or plain data, is converted into a coded equivalent called ciphered data by an encryption algorithm. The cipher data is decoded (decrypted) at the receiving end and then reverted to plain data.

Enhanced Industry Standard Architecture *See* EISA.

entry/departure announcement A name or sound that announces the arrival or departure of a meeting attendee. MeetingPlace users can choose various entry/departure announcements for their meetings.

Ethernet A LAN that connects devices like computers, printers, and terminals. Ethernet operates over twisted-pair or coaxial cable at speeds at 10 or 100 Mbps.

e-tutorial An on-demand recording that teaches end users the basic information for using MeetingPlace.

Euro ISDN line European Integrated Services Digital Network line, which uses 30 B channels for user data, 164 kbps D channel for ISDN D-channel signaling, and one framing channel. The B channels can be all switched, all nailed up (private lines), or a combination of switched and nailed up. This line is standard in Europe and Asia, called CEPT G.703.

Exchange server The application on a network that manages Microsoft Outlook resources. MeetingPlace Outlook Gateway integrates with the Exchange server to enable users to schedule meetings and distribute notifications within the Outlook environment.

external site A group of MeetingPlace servers that are outside the corporate firewall. *See also* site.

external user A user who accesses a meeting from outside the private corporate network.

F

firewall A hardware and software tool that separates the internal corporate network from the external Internet.

flex field A customizable field used by organizations to track additional profile or meeting information.

floating ULs A subset of audio ULs that are reserved to handle unscheduled meeting capacity requirements for active meetings.

follow me In MeetingPlace Web, a presenter switches web conferencing modes, and all other meeting attendees also switch modes (automatically).

frame relay A form of packet switching that uses smaller packets and less error checking than traditional forms of packet switching (such as X.25). Frame relay is now an international standard for efficiently handling high-speed, bursty data (information transferred in spurts with long intervals of silence) over wide area networks.

G

gateway An application that connects the core application components of MeetingPlace to existing applications. Microsoft Outlook, Lotus Notes, Directory Services, IP, and Instant Messaging are examples of applications for which a gateway exists.

group *See* user group.

groupware Software applications that facilitate shared work over long distances on documents and information. Groupware supports e-mail and calendaring. Examples of groupware are Microsoft Outlook and Lotus Notes.

guard time The amount of time before a meeting begins during which users may begin attending the meeting. The admin setting for guard times ensure that meetings are not scheduled back to back or overlapping with the same meeting ID.

guest profile A MeetingPlace user profile that includes default permissions that define what a guest is allowed to do.

guest user A user who has no information stored in the system and uses a default set of permissions based on the guest profile.

H

H.323 A standard that specifies the components, protocols, and procedures for multimedia communications services: real-time audio, video, and data communications over IP-based networks. H.323 is an umbrella recommendation from the International Telecommunications Union (ITU) that sets standards for multimedia communications over Local Area Networks (LANs) that do not provide a guaranteed quality of service.

help desk The location that users can access during a meeting should they need assistance. *See also* attendant, zero out.

host The web conference attendee who is supplying the source application that is being shared or shown to other meeting attendees.

HTML HyperText Markup Language. The authoring language used to create hypertext documents for the World Wide Web. Like the Standard Generalized Markup Language (SGML), on which it is based, HTML identifies the types of information in a document rather than the exact way it is to be presented. The presentation is left to the software that converts the contents to a suitable format for viewing.

HTTP HyperText Transfer Protocol. The application protocol for moving hypertext files across the Internet. This protocol requires an HTTP client program on one end of a connection and an HTTP server program on the other.

hunt group In telephony, a group of channels that share the same phone number. When a call comes in using the phone number assigned to the hunt group, the switch hunts for an available channel in the group.

Hypertext Markup Language *See* HTML.

Hypertext Transfer Protocol *See* HTTP.

I

IIS Internet Information Server. The Microsoft web server that runs on Windows NT platforms. *See also* web server.

IIS lockdown A tool with which users can turn off unnecessary features on their Microsoft web servers, to increase security.

IM Instant messaging. A communication system by which users can locate and establish an independent chat session with another user. Once connected, users can exchange comments in real time and share files.

immediate meeting A meeting that starts as soon as it is scheduled. *See also* meeting types.

infomessage In instant messaging, messages generated by MeetingPlace that appear within the user's IM session.

in-session meeting features Features that can be accessed only during a meeting.

Instant Messaging *See* IM.

internal user A user accessing a meeting from inside the private corporate network.

Internet information server *See* IIS.

Internet server application program interface *See* ISAPI.

intranet A private network that uses Internet software and standards. An intranet is based on TCP/IP protocols belonging to an organization (usually a corporation), and accessible only by the organization's members, employees, or others with authorization. An intranet's web sites look and act just like any other web sites, but the intranet is surrounded by a firewall that protects it from unauthorized access.

invitee Someone who is invited to a MeetingPlace meeting.

IP Access Blade The Cisco Systems proprietary Internet Protocol (IP) conferencing card. An IP Access Blade is required to provide physical connectivity to the IP network.

IP address An address that uniquely identifies each host on a network or Internet.

IP subnet A number appended to the IP address to subdivide a network into smaller networks. IP subnets allow for more computers on a network with a single IP address. For example, 195.112.56.75/14, 195.112.56.75/15, and 195.112.56.75/16 are all IP addresses with subnets of 14, 15, and 16.

IP telephony The transmission of voice over an Internet Protocol (IP) network. Also called Voice over IP (VoIP), IP telephony allows users to make phone calls over the Internet, intranets, or private LANs and WANs that use the TCP/IP protocol.

ISAPI Internet Server Application Program Interface. An interface used to process scheduling requests, initiate telephone outdials, and dynamically generate HTML pages.

J

Java An object-oriented programming language developed by Sun Microsystems, Inc. used to create *applets* (small applications) that can be distributed over the World Wide Web. Java programs run inside a Java-enabled web browser; otherwise they run inside a Java Virtual Machine (JVM).

Javaless meeting room Allows users to participate in a MeetingPlace web conference without enabling Java. The Javaless meeting room provides a subset of the full meeting room functionality.

JavaScript A programming language used to effect changes in web pages. JavaScript reduces the need for access back to the web server.

L

LAN Local Area Network. A digital network that operates in a limited geographical area, usually a single company location or campus. Communication within a LAN is not usually subjected to external regulations.

latency The time between initiating a request for data and the beginning of the actual data transfer. Network latency is the delay introduced when a packet is momentarily stored, analyzed, and then forwarded.

LDAP Lightweight Directory Access Protocol. A standard protocol that enables users to locate organizations, individuals, and other resources, such as files and devices in a network, on the Internet or an intranet.

lecture-style meeting A type of meeting that restricts speaking and data conferencing ability to only one or more designated attendees. As in a conventional lecture (where attendees have limited interactive abilities), most lecture-style meeting attendees have limited permissions. *See also* meeting types, permissions.

Lightweight Directory Access Protocol *See* LDAP.

listener A user with the Listener permissions, the lowest audio permissions level. Listeners may not speak during meetings.

load balancing Distributing performance among two or more servers to maximize performance, throughput, and availability.

Local Area Network *See* LAN.

logging The process of saving information about application activities.

M

8112 server A version of the MeetingPlace Audio Server platform that is capable of supporting up to 1152 connections.

MCU Multipoint Conferencing Unit. (Also *Multipoint Control Unit*.) A bridging or switching device that supports video conferencing.

meeting console The web interface used to control a MeetingPlace meeting.

meeting frequency The interval of time over which a recurring meeting repeats. *See also* recurring meeting.

meeting ID A unique number that identifies specific meetings. *See also* vanity ID.

Meeting Information page A web page that provides information about a particular meeting, such as the date, start time, and meeting type. The Meeting Information page also contains links to attachments associated with the meeting.

meeting message A pre-recorded message that is presented to users when they enter a meeting.

meeting password A string of numbers that are required before a user may enter a meeting. A meeting password is necessary only for a meeting scheduled to require one. Meeting passwords add a level of security to meetings.

meeting preferences Default settings for the optional parameters that determine meeting behavior. Each user profile has default meeting preferences associated with it. Users can override their default meeting preferences for individual meetings.

meeting room A virtual environment in which a meeting is held. *See also* meeting console.

meeting types Template of default settings offered by MeetingPlace to accommodate specific application needs.

MeetingPlace An integrated rich-media conferencing solution that allows users in different locations to communicate and share information.

MeetingPlace Audio Server The Cisco Systems audio bridge used to provide the audio portion of a meeting to interactive participants.

MeetingPlace Directory Services Gateway An optional application that enables integration between an existing corporate directory server and MeetingPlace. This integration automatically creates, updates, and deletes user profiles thereby easing system management and enhancing MeetingPlace's security features.

MeetingPlace Flex Menu Option Software that enables system managers to customize their voice menu trees with custom menus.

MeetingPlace Instant Messaging Gateway An optional application that enables instant messaging through the FaceTime Server to initiate impromptu meetings.

MeetingPlace IP Gateway An optional application that is used with MeetingPlace IP hardware and software to provide users with meeting access from IP telephones using Cisco CallManager and H.323 endpoints such as Microsoft NetMeeting.

MeetingPlace Network server A server that provides multiple PCI MeetingPlace Audio Servers.

MeetingPlace Notes Gateway An optional application that integrates MeetingPlace with a Domino server, allowing users to schedule and attend MeetingPlace meetings, and receive e-mail notifications through their Lotus Notes client.

MeetingPlace Outlook Gateway An optional application that integrates MeetingPlace with an Exchange server allowing users to schedule and attend MeetingPlace meetings, and receive e-mail notifications through their Microsoft Outlook client.

MeetingPlace Reference Center A configurable web-based set of tools aimed at assisting users with MeetingPlace. Included with MeetingPlace Web.

MeetingPlace site All the servers, regardless of number or type, at one physical location.

MeetingPlace SMTP Gateway An optional application that fulfills queued requests for automatic meeting notifications and automatic distribution of meeting materials to users through e-mail.

MeetingPlace SNMP Server software that allows system managers to remotely monitor MeetingPlace from any standard SNMP management station.

MeetingPlace Video Gateway An optional application that integrates video as part of the meeting experience. Video resources are scheduled via the Web or Outlook Gateway interfaces, and can be controlled via the Meeting Console. Audio from the Radvision MCU and the Audio Server are combined and made available to all users.

MeetingPlace Web An optional application that allows users to schedule conferences, present or share documents and applications, or review recorded meetings from a web browser, such as Microsoft Internet Explorer or Netscape Navigator.

MeetingTime A Windows-based software application that allows select users to access advanced MeetingPlace functions and system administration tools.

Meta Directory A directory that combines data from a variety of sources into a single resource that can be accessed by a variety of other applications.

MetaLink Software that provides the ability to connect a Meta Directory to a specific LDAP directory structure.

MIME Multipurpose Internet Mail Extensions. The standard for attaching non-ASCII files to Internet mail messages. These files include graphics, spreadsheets, formatted word-processor documents, audio files, and other binary data.

moderator A user with the Moderator permissions. Moderator permissions are a temporary set of permissions available in session that allow the moderator to control the meeting. For example, moderators may eject users from a meeting and change attendee permissions. Moderators may also promote and demote other attendees to moderator status.

MP3 MPEG-1 Audio layer-3. A standard technology and format for compressing a sound sequence into a very small file while preserving the original level of sound quality when played. *See also* RealAudio, WAV, WMA.

MPV The native format for recording audio during a MeetingPlace meeting. MPV files can be converted into WAV files and other common formats, such as RealAudio, WMA, and MP3, for playback. *See also* MP3, RealAudio, WMA.

MSDE Microsoft SQL Database Engine. A compact version of the Microsoft SQL server.

Multi Access Blade The Cisco Systems proprietary high-performance conference card that includes the necessary trunk interface functionality for T1 ISDN-PRI, IP, and Euro ISDN digital telephony.

Multipoint Conferencing Unit *See* MCU.

Multipurpose Internet Mail Extensions *See* MIME.

multiserver meeting A type of meeting that allows users in different locations to dial into their local MeetingPlace servers. This allows the corporation to reduce network costs, as only the servers are making the WAN connections. *See also* meeting types.

multi-site system A MeetingPlace system with servers in multiple physical locations.

mute/unmute A MeetingPlace in-session feature that allows attendees who are not speaking to mute their phone lines. Muting prevents outside noise from disturbing the meeting. Users must unmute their lines to be heard again.

N

NAT Network Address Translation. Hides the IP addresses of platforms in an internal network by presenting one IP address to the outside world. Performs the translation back and forth.

named ULs Licensing that is connected to specific users by name. *See also* concurrent ULs.

Network address translation *See* NAT.

notification A message that notifies conference organizers and invitees of details about a meeting.

O

on-demand The ability to view a recorded file that contains one or more media formats.

open forum meeting The default meeting type. All attendees are granted the Speaker audio permissions and the Presenter data permissions. *See also* meeting types, presenter.

option key An alphanumeric string used to activate optional features within the product.

organizer announcement In MeetingPlace Instant Messaging Gateway, an infomessage that notifies users that they are the meeting's conference organizer.

outdial A MeetingPlace feature that enables the system to initiate an audio connection with a person currently not in the meeting.

overbook ratio A designation that allows MeetingPlace Audio Server to schedule more user licenses than are actually available. Overbook takes advantage of the fact that licenses are typically available due to lack of attendance.

P

packet A block of information sometimes called a cell, frame, data unit, server unit, or signaling unit. Although each of these elements has unique attributes, in essence, all are packets.

packet switching Sending data in packets through a network to a remote location and reassembling the packets in the correct order at their destination.

participant A user with the Participant permissions, a Web permissions level that limits users to a specific set of functions within the meeting room. Participants may do everything that the Audience permissions allow, plus annotate, capture snapshots, answer polls, and chat. *See also* audience.

PBX Private Branch Exchange. A private switching system, usually serving an organization, such as a business or a government agency, and usually located on the customer's premises.

permissions A set of business logic that enables increased meeting control and structure by limiting certain MeetingPlace features to specific user access groups.

platform The hardware on which the software runs.

poll A MeetingPlace Web feature that enables users with the Presenter permissions to create single-question polls or multiple-question surveys, or gather brainstorming questions for ideas, opinions, and other feedback from meeting attendees. *See also* presenter.

port The connection between MeetingPlace Audio Server hardware and the telephone and/or IP network.

port group A configuration parameter used to define signaling information for multiple ports simultaneously.

presentation A web conferencing mode. Microsoft PowerPoint files (.ppt) are attached to the meeting, either before or during the meeting, and deployed as .html format for easy sharing during the web conference.

presenter A user with the Presenter permissions, a Web permission level that limits users to a specific set of functions within the meeting room. Presenters may do everything that the Participant permissions allow, plus share presentations and applications, switch web conferencing modes, use WebPush, access and modify slides in the Slides tab, and create polls. *See also* participant.

PRI An integrated services digital network (ISDN) interface standard that is designated in North America as having a 23B+D channels, in which all circuit-switched B channels operate at 64 Kbs, and in which the D channel also operates at 64 Kbs.

Primary Rate Interface *See* PRI.

Private Branch Exchange *See* PBX.

private meeting A meeting scheduled with restrictions, which prevent it from being publicly accessible. To attend or search for a private meeting, users must know its meeting ID.

profile A collection of information that uniquely identifies a MeetingPlace user. It contains such information as the user's ID, permissions, and preferences for setting up meetings.

profile number A number, up to 17 digits, used to identify users over the telephone. Profile numbers have corresponding numeric passwords (profile passwords) that are independent of the alphanumeric passwords associated with the user ID for web access.

profile user A user with a MeetingPlace account. User profiles are created by a system manager. During profile creation, a user can receive different levels of service for billing and security considerations. *See also* guest user, user class, user group.

proxy server A server that acts as a surrogate for another server. Proxies are used typically to prevent the client application from knowing the exact name or address of the server.

PSTN Public Switched Telephony Network. The international telephone system based on copper wires that carries analog voice data. This is in contrast to telephone networks based on digital technologies, such as ISDN.

public meeting A meeting that is scheduled without access restrictions. Public meetings are searchable and accessible from the MeetingPlace Web Find Meetings page. Any user with access to MeetingPlace Web can search for and attend a public meeting. *See also* private meeting.

Public Switched Telephony Network *See* PSTN.

R

RAID Redundant Array Of Inexpensive Disks. RAID technology is a method of connecting two or more hard disks to the same disk controllers. RAID provides fault tolerance and limits downtime.

RealAudio A continuous or streaming sound technology developed by RealNetworks. A RealAudio player or client program may come with a web browser or can be downloaded from the RealAudio or other web sites. A RealAudio file uses the *.ra* or *.ram* file name extension.

Real-time Transport Protocol *See* RTP.

recording An optional MeetingPlace in-session feature that enables attendees to capture the audio and/or web components of a meeting for streamed playback at a later time.

recurring meeting A series of regularly scheduled meetings.

Redundant Array of Inexpensive Disks *See* RAID.

reservationless meeting A special case of the immediate meeting. Each profile user is assigned a unique ID, which is the same for all reservationless meetings.

Reserve All Ports meeting A special administrative meeting that books all audio resources and prevents others from booking audio resources during that time. Useful for blocking out time for upgrades or maintenance of the MeetingPlace Audio Server.

rich-media conferencing The ability to meet simultaneously with one or more attendees over a range of interfaces, such as PSTN telephone, IP telephone, Web, instant messenger, video.

RJ-45 connector Registered Jack-45. A telephone connector that holds up to eight wires. RJ-45 plugs and sockets are used in Ethernet and Token Ring devices.

roll call A MeetingPlace Audio Server in-session feature that enables attendees to hear a list of other attendees currently in the meeting.

root node In MeetingPlace Directory Services Gateway, the top level of the directory.

RTP Real-time Transport Protocol. An Internet protocol that transmits real-time audiovisual conferencing data.

run time The actual duration of a meeting.

S

scheduler Any user who is scheduling or has scheduled a meeting.

Secure sockets layer *See* SSL.

session Information associated with a client that is connected to a server.

session profile Information stored as a set of attributes and describing objects.

shadow server A standard MeetingPlace Audio Server that is assigned as a backup to the primary MeetingPlace Audio Server. In the case of a system failure, the shadow server takes over as the primary MeetingPlace Audio Server.

Signaling System 7 *See* SS7.

Simple Network Management Protocol *See* SNMP.

site A logical collection of MeetingPlace servers that represent a complete system, typically identified by geography.

site contact Customer personnel with sufficient information to support the MeetingPlace installation who is allowed to contact Cisco Systems for support.

Skinny Station Protocol *See* SSP.

Smart Blade The Cisco Systems proprietary conferencing card that holds the application software for audio conferencing functionality.

snapshot A MeetingPlace Web feature that enables attendees to capture what is being shared in a web conference. Snapshots can be downloaded onto the user's hard drive.

SNMP Simple Network Management Protocol. A standard way for computers to share networking information. Used to centrally manage networks, servers, and applications.

speaker A user with the Speaker audio permissions. Speakers may listen and speak during a meeting. *See also* listener.

SQL Structured Query Language. A standard interactive and programming language for requesting information from and updating databases.

SQL Server A DataBase Management System (DBMS) that responds to queries from client machines formatted in the Structured Query Language (SQL).

SS7 Signaling System 7. A signaling method, separate from voice or data channel, that lets Intelligent Network elements exchange information among themselves.

SSL Secure Socket Layer. A protocol developed by Netscape for transmitting private documents through the Internet. SSL uses a public key to encrypt data that's transferred over the SSL connection.

SSP Skinny Station Protocol. A Cisco Systems proprietary protocol. SSP is a low-bandwidth registration process that allows a Cisco IP telephone to notify Cisco CallManager of its ability to place and receive calls.

standalone system One or more MeetingPlace servers (of any type) that are connected to provide a complete multi-media solution.

Structured Query Language *See* SQL.

system One or more MeetingPlace servers (of any type) that are connected.

system manager A user class. The system manager is usually the person in an organization responsible for setting up and maintaining MeetingPlace. System managers have access to all the information in the MeetingPlace database, including system configuration information and information about the user community.

T

T1 A digital transmission link with a capacity of 1.544 Mbit/s, used in North America. Typically channelized into 24 DS0s, each is capable of carrying a single voice conversation or data stream. Uses two pairs of twisted pair wires.

T1 Smart Blade The Cisco Systems proprietary conferencing card enhanced with T1 PSTN connectivity. A T1 Smart Blade is required to provide physical connectivity to a T1 telephone network.

TCP/IP Transmission Control Protocol/Internet Protocol. An open network standard that defines how devices from different manufacturers communicate with each other over interconnected networks. TCP/IP protocols are the foundation of the Internet.

team A predefined set of users. Typically used as a shortcut when inviting the same group of users.

time zone The temporal equivalent of a geographical location in terms of Greenwich Mean Time (GMT). In MeetingPlace each profile has a time zone setting, which should be set to reflect the office location where the user regularly does business.

touch-tone interface Any prompts or actions related to the telephone.

Transmission Control Protocol/Internet Protocol *See* TCP/IP.

trunk In telephony communications, the circuit between two telephony nodes.

tunneling A technology that enables one network to send its data through another network's connections. Tunneling works by encapsulating a network protocol within packets carried by the second network.

twisted pair Relatively low-speed transmission medium consisting of two insulated wires, shielded or unshielded, in regular spiral patterns. The wires are twisted around each other to minimize interference from other twisted pairs in the cable. Twisted pair is common in telephone wiring and is increasingly common in data networks. Other high-speed forms of cable include coaxial and fiber optic cables.

U

UL Software licenses that allow users to access a particular feature or function.

UNC Universal Naming Convention. The system for indicating names of servers and computers, such as *\Servername\Sharename*.

Universal naming convention *See* UNC.

user A person interacting with the MeetingPlace system.

user class The level of system-related permissions available to a user.

user group A group of profile users with common attributes. By defining user groups, system managers reduce the time required to set up and maintain individual user profiles.

user ID A unique alphanumeric string of up to 17 characters given to all profile users. MeetingTime references users by their user IDs in all its screens and reports.

user license *See* UL.

V

vanity ID A custom meeting ID, containing any combination of text and numbers, that users enter when they schedule meetings. *See also* meeting ID.

Virtual Private Network *See* VPN.

Voice over Internet protocol *See* VoIP.

voice prompts Audio prompts over the telephone requesting touch-tone or spoken input from users.

VoIP Voice over Internet Protocol. A set of facilities for managing the delivery of voice information using IP. Voice information is sent in digital form in discrete packets over the Internet instead of in analog form over PSTN. A major advantage of VoIP is that it avoids the tolls charged by ordinary telephone service.

VPN Virtual Private Network. A restricted network that uses public wires to connect nodes. A VPN encapsulates, or “tunnels,” private data cheaply, reliably, and securely through a public network, usually the Internet.

W

waiting room A virtual “room” where attendees wait for the meeting to begin. In reservationless meetings, all attendees are placed into a waiting room until the meeting organizer logs in to begin the meeting.

WAN Wide Area Network. A data network typically extending a LAN outside a building or beyond a campus, over IXC or LEC lines to link to other LANs at remote sites. Typically created by using bridges or routers to connect geographically separated LANs.

WAV Wave file format. A digitized audio file format for Microsoft Windows that stores sounds as waveforms. A Wave file uses the *.wav* file name extension.

web server A program that, using the client/server model and the World Wide Web's HTTP, serves the files that form web pages to web users (whose computers contain HTTP clients that forward their requests). Every computer on the Internet that contains a web site must have a web server program.

WebConnect An optional application that allows multiple MeetingPlace Web servers to share the load for a single address.

WebPush A MeetingPlace Web feature that provides the ability to distribute a web page to all attendees in a web conference.

whiteboard A web conferencing mode. A blank page that can be used for spontaneous interactive collaboration.

Wide Area Network *See* WAN.

Windows Media Audio *See* WMA.

WMA Windows Media Audio file format. Audio compression technology from Microsoft. A Windows Media Audio file uses the *.wma* file name extension. *See also* MP3, RealAudio, WAV.

Z

zero out The ability for audio users who need assistance to press **#0** on their touch-tone telephones to access the help desk.

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