

## Cisco Unified MeetingPlace Express 2.0

Cisco® Unified Communications Solutions unify voice, video, data, and mobile applications on fixed and mobile networks, delivering a media-rich collaboration experience across business, government agency, and institutional workspaces. These applications use the network as the platform to enhance comparative advantage by accelerating decision time and reducing transaction time. The security, resilience, and scalability of the network enables collaboration every time, everywhere, everyone's included. Cisco Unified Communications is part of a comprehensive solution that includes network infrastructure, security, wireless, management applications, lifecycle services, flexible deployment and outsourced management options, and third-party applications.

Cisco Unified MeetingPlace® Express, part of the Cisco Unified Communications family of products, is an integrated voice, Web, and video conferencing solution that helps midsize organizations realize the cost savings and productivity benefits of deploying conferencing over internal networks. Cisco Unified MeetingPlace Express provides simple, powerful conferencing functions that are easy to deploy and manage (Figure 1). As a component of the the Cisco Unified Communications System, Cisco Unified MeetingPlace Express delivers productivity that goes beyond traditional conferencing solutions by enabling rich-media conferencing use in a broad range of communication scenarios.

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



### Product Overview

#### Improved Productivity, Accelerated Business

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

### **Cost Savings and Security**

Cisco Unified MeetingPlace Express is deployed in-house on an organization's converged IP network, a scenario that can reduce costs by virtually eliminating conferencing telephony and service fees paid to service providers. And Cisco Unified MeetingPlace Express helps secure meetings using Secure Sockets Layer (SSL) encryption, multiple meeting security options, and behind-the-firewall deployment that isolates internal meetings from Internet access while making meetings with partners, customers, and suppliers Internet-accessible. Additionally, built into the software is Cisco Security Agent, which is optimized at the kernel level to allow only application-specific activities and to defend against attacks.

### **Easy Deployment and Management**

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

### **Key Features and Benefits**

#### **Simple Conference Setup and Attendance**

Cisco Unified MeetingPlace Express includes Microsoft Outlook, Web, Cisco Unified IP phone, and touchtone phone interfaces for setting up and attending meetings. In a single step, meeting organizers can initiate an immediate (reservationless) voice, Web, and video conference from any of these interfaces. The reservationless meeting feature gives users their own unique meeting IDs that they can use to initiate meetings at any time. Future meetings — individual or recurring — can be scheduled from Microsoft Outlook or the Web interface (Figure 2, Microsoft Outlook example). When meetings are scheduled, e-mail notifications with meeting information and a click-to-attend link are automatically sent to invitees. Users can see how many participants are already in a meeting before attending it, just like looking through a conference-room window. One click allows the user to attend the voice, Web, and video conference (Figure 3). Mobile workers can also access their meetings using speech commands. This capability, which is available to Cisco Unity® Connection users, provides fast and easy meeting access and is particularly helpful when driving and trying to join a meeting.

**Figure 2.** Easily Set Up a Voice and Web Conference from Microsoft Outlook

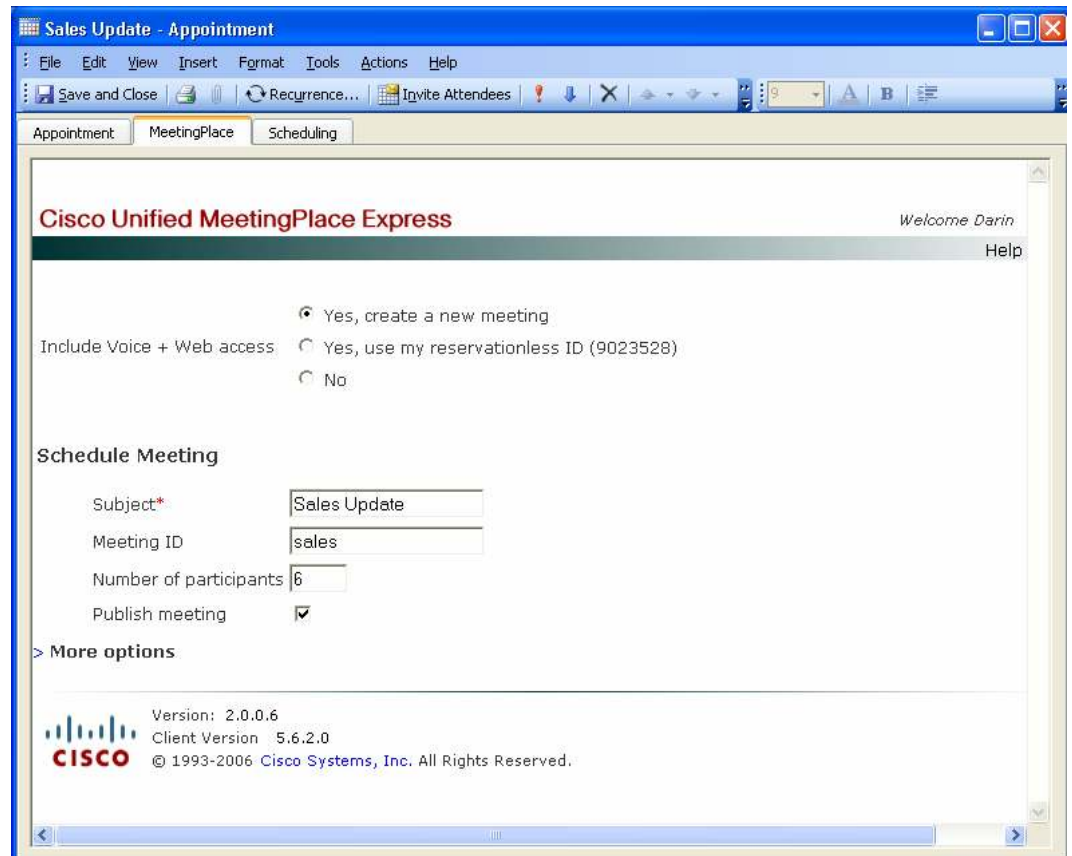


Figure 3. Attending from the Cisco Unified MeetingPlace Express Meeting Details Page

MeetingPlace - Meeting Details - Mozilla Firefox

File Edit View Go Bookmarks Yahoo! Tools Help

**Cisco Unified MeetingPlace Express** Welcome, Darin

Attend | Schedule | Find | Start Reservationless | Administration Profile | Log Off | Help

**Meeting Details** Local Access: 24726  
External Access: (800) 555-4726  
Server Name: cumpe.cisco.com

**2 Voice/Video** participants  
**2 Web** participants

[\(Update meeting status\)](#)

Subject: Team Meeting  
Meeting ID: 8326  
Date/time: 03/09/2007, 3:29 PM (US: Pacific (PST/PDT))  
Duration: 30 minutes  
Frequency: Once  
Scheduled participants: 4  
Meeting type: Voice/Video + web meeting  
Video type: Default : H.263 : 64 - 384 kbps  
List meeting publicly: Yes  
Owner: Darin Dunlap  
Language: English (US)  
Invitees (2):  
John Chambers  
Charlie Giancarlo

Call my phone/video endpoint # 5551234  
 Enter web meeting room

First-time users should run the [Browser Test](#) to verify they can participate in a web meeting

(Remove all participants from the meeting)

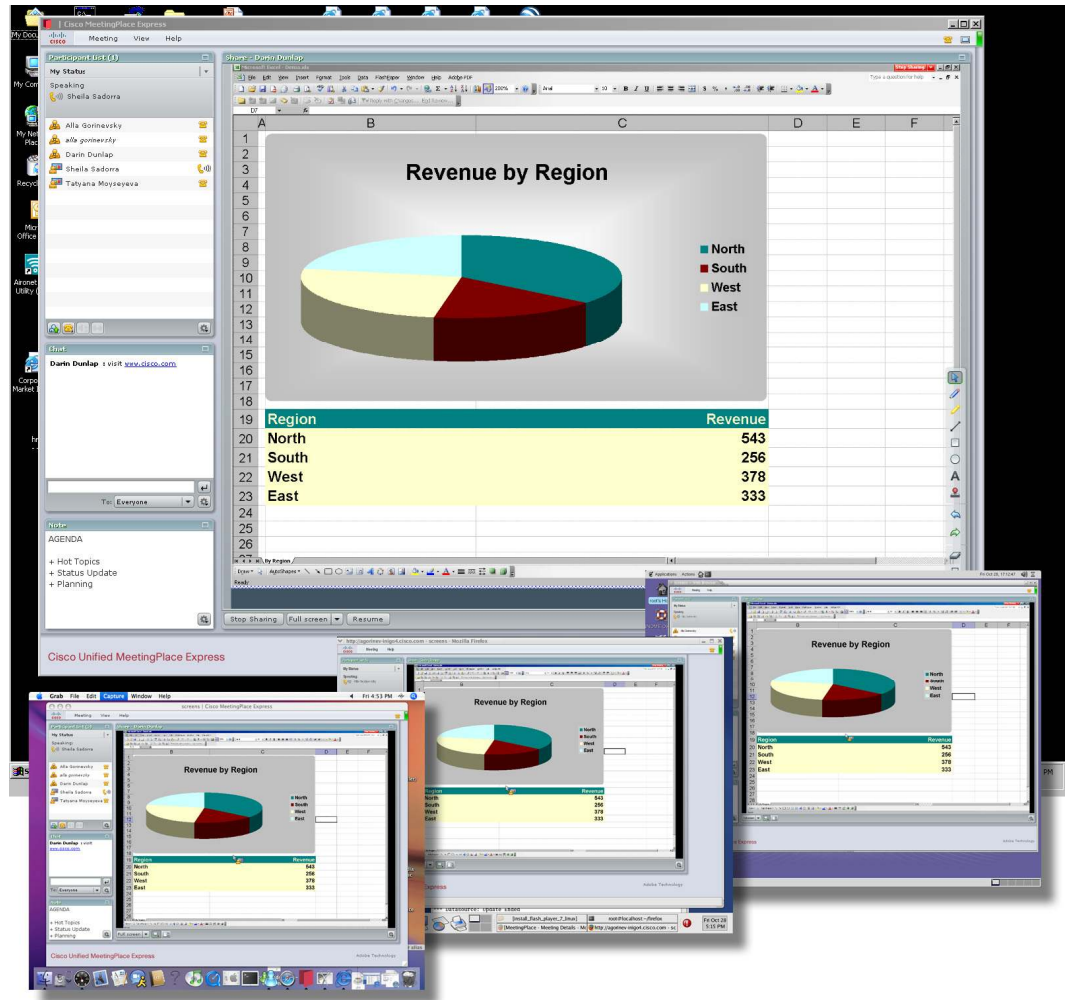
Language Options: **English (UK)**, **English (US)**  
Version: 2.0.0.6  
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Done Open Notebook

### Advanced Voice, Web, and Video Conferencing

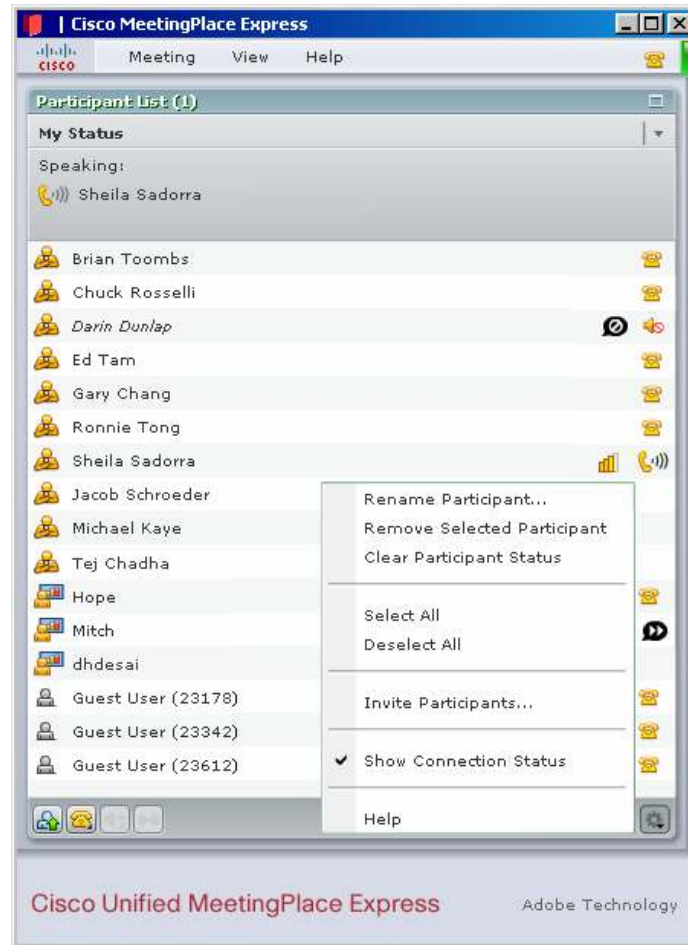
Cisco Unified MeetingPlace Express tightly integrates voice, Web, and video conferencing capabilities, making it well-suited for interactive meetings and presentations. Meeting attendees experience high-quality voice conferencing, and video participants see the person who is speaking or the person who last spoke. Web conferencing is built using Adobe Flash technology, helping ensure rapid and reliable meeting entry, and the interface is streamlined for meeting management and simple screen sharing of applications or the entire desktop. Shared content scales to any screen resolution, so the content being shared always fits into your Web meeting-room window. The full-screen mode lets you maximize your view of the content. Whether on the Windows, Mac, Linux, or Solaris platform, users can easily participate in Web conferences and experience a consistent interface (Figure 4).

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



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

**Figure 5.** Cisco Unified MeetingPlace Express Participant List and Meeting Controls



Cisco Unified MeetingPlace Express also helps users with Cisco Unified Personal Communicator improve the productivity of their voice and video calls. At a moment's notice, Cisco Unified Personal Communicator users can share content through a simple screen-sharing interface served by Cisco Unified MeetingPlace Express (Figure 6). In addition to adding impromptu Web conferencing support, Cisco Unified Personal Communicator environments can add multiparty voice and video capabilities with Cisco Unified MeetingPlace Express VT.

**Figure 6.** Web Conferencing Using Cisco Unified Personal Communicator



Also included is Phone View, a Cisco Unified IP phone interface that shows who is in a meeting and who is speaking. This interface, along with touchtone phone interfaces, lets attendees mute and unmute themselves, control recording, and access many more features (Figure 7).

**Figure 7.** Cisco Unified MeetingPlace Express Phone View



### Product Architecture

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

- **Telephony and video integration:** Standards H.323, SIP, G.711, and G.729a are supported for telephony integration with Cisco Unified Communications Manager, Cisco

Unified Communications Manager Express, and other standards-based call-control systems. H.263 or H.264 is supported for video communication. See Table 6 for more details on system requirements. In Cisco Unified Communications Manager environments, advanced conferencing capabilities are exposed on supported IP phones (such as the Cisco Unified IP Phone 7940) through Phone View, an Extensible Markup Language (XML) application.

- **Web conferencing access:** Web conferencing access is available from Windows, Mac OS, Linux, and Solaris platforms using standard browsers (such as Internet Explorer, Safari, and Firefox) and the Adobe Flash Player. Encrypted access is supported through HTTPS and SSL.
- **Directory integration:** Facilitate user profile setup and authentication through Lightweight Directory Access Protocol (LDAP) directory integration with Cisco Unified Communications Manager, or with Cisco Unified Communications Manager using other standard directories (such as Microsoft Active Directory).
- **Microsoft Outlook and e-mail integration:** Set up and attend meetings from Microsoft Outlook using a plug-in that communicates with the Cisco Unified MeetingPlace Express server using HTTP or HTTPS. E-mail notifications are enabled in e-mail environments supporting Microsoft Exchange or Simple Mail Transfer Protocol (SMTP).
- **Network management:** Monitoring and alarming are supported through the Simple Network Management Protocol (SNMP).

Cisco Unified MeetingPlace Express can be deployed in the following ways:

- **On the internal network:** This model provides for voice and video conferencing access from internal and external endpoints (using gateways), with Web conferencing access limited to those with access to the internal network.
- **Segmented meeting access:** This model addresses the need to make some Web meetings available to external users, for example partners and customers, while also keeping internal Web meetings, for example confidential forecast meetings, protected from Internet access. An additional server is placed in a demilitarized zone (DMZ) and provides Internet access to Web conferences set up to allow external participants.

## Product Specifications

Table 1 provides specifications of Cisco Unified MeetingPlace Express.

**Table 1.** Product Specifications

<b>Hardware compatibility</b>	Cisco Media Convergence Servers <ul style="list-style-type: none"> <li>• Voice, Web, and video conferencing media convergence server part numbers: MCS-7825-H3-RC1, MCS-7825-I3-RC1, MCS-7825-H2-RC1, MCS-7825-I2-RC1, MCS-7825-H1-RC1, MCS-7825-I1-RC1, MCS-7835-H2-RC1, MCS-7835-I2-RC1, MCS-7835-H1-RC1, MCS-7835-I1-RC1, MCS-7845-H2-RC1, MCS-7845-I2-RC1, MCS-7845-H1-RC1, and MCS-7845-I1-RC1</li> <li>• Media-convergence-server part numbers for voice conferencing with lite meeting room only: MCS-7825H-3.0-IPC1, MCS-7825I-3.0-IPC1, MCS-7835H-3.0-IPC1, MCS-7835I-3.0-IPC1, and MCS-7845H-3.0-IPC1 (supports Web conferencing)</li> <li>• Plus exact equivalent third-party servers (for information visit <a href="http://www.cisco.com/go/swonly">http://www.cisco.com/go/swonly</a>; DVD drive required)</li> </ul>
<b>Software compatibility—server</b>	Cisco Linux-based operating system (included with system software orders)



<b>Software compatibility—client</b>	<p>Microsoft Windows</p> <ul style="list-style-type: none"> <li>• Operating system: Windows 2000 Pro (SP2 or later), Windows 2000 Server Edition (SP2 or later), Windows 2000 Advanced Server (SP2 or later), Windows XP (SP1 or later), or Windows Vista (Business or Enterprise)</li> <li>• Browser: Internet Explorer 5.5 or later; Netscape 7.1 or later; Mozilla 1.6 or later; or Firefox 1.0.3 or later</li> <li>• Adobe Flash Player: 8 or later</li> </ul> <p>Apple Macintosh</p> <ul style="list-style-type: none"> <li>• Operating system: Mac OS 9.2* or Mac OS 10.2 or later</li> <li>• Browser: Safari 1.1 or later; Netscape 7.1 or later; Mozilla 1.2.1* or 1.6 or later; or Firefox 1.0.3 or later</li> <li>• Adobe Flash Player: 8 or later</li> </ul> <p>Linux**</p> <ul style="list-style-type: none"> <li>• Operating system: Red Hat 9 or Red Hat Enterprise Linux 3 or later</li> <li>• Browser: Netscape 7.1 or later; Mozilla 1.4 or 1.6 or later; or Firefox 1.0.3 or later</li> <li>• Adobe Flash Player: 8 or later</li> </ul> <p>Sun Solaris**</p> <ul style="list-style-type: none"> <li>• Operating system: Solaris 9 or Solaris 10</li> <li>• Browser: Netscape 7.1; Mozilla 1.4 or 1.7 or later; or Firefox 1.0.3 or later</li> <li>• Adobe Flash Player: 8 or later</li> </ul>
<b>Protocols</b>	<ul style="list-style-type: none"> <li>• H.323 v4</li> <li>• SIP (RFC 3261)</li> <li>• G.711 and G.729a***</li> <li>• Real-Time Transport Protocol (RTP; RFC 3550)</li> <li>• RTP Payload for Dual Tone Multifrequency (DTMF) Digits (RFC 2833)</li> <li>• Session Description Protocol (SDP; RFC 2327)</li> <li>• IPv4</li> <li>• LDAPv3</li> <li>• SMTP (RFC 2821)</li> <li>• SNMP Versions 1, 2c, and 3</li> <li>• HTTPv1.1</li> <li>• SSL Versions 2 and 3 (optional; customer provides certificates obtained from a broadly trusted certificate authority)</li> <li>• Network Time Protocol (NTP) Versions 3 and 4</li> </ul>
<b>MIBs</b>	MIB-2, SYSAPPL-MIB, CISCO-CDP-MIB, CISCO-SMI, CISCO-TC, CISCO-VTP-MIB, and CISCO-LATITUDE-MIB
<b>Network connectivity and bandwidth</b>	<p>Server: Two 100-Mbps or faster Ethernet connections</p> <p>Client</p> <ul style="list-style-type: none"> <li>• Phone: G.711 requires at least 84 kbps of available bandwidth in each direction; less bandwidth is required to the phone if using G.729a or transcoding a compressed codec (such as G.729a) to G.711</li> <li>• Video conference: 64 to 768 kbps (quality increases with bit rate)</li> <li>• Web conference: At least a 56-kbps modem connection or faster****</li> </ul>

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

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

\*\*\*Use of this codec may reduce available capacity or require a larger server; refer to the Solution Expert sizing tool to assess needs based on desired capacity. This codec is not supported on the older servers (MCS-78x5-H/I-3.0-IPC1) in Table 2.

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

## System Capacity

Cisco Unified MeetingPlace Express can support a variety of combinations of voice, Web, and video conferencing capacity, as well as varying amounts of recording capacity (Table 2, Table 3). The maximum meeting size is 200 concurrent users of voice conferencing, 200 concurrent users of Web conferencing, and 200 concurrent users of video conferencing. The system supports N/2 meetings, where N is the system capacity.

**Table 2.** System Capacity

Platform Part Number	Voice Conferencing Capacity	Web Conferencing Capacity	Video Conferencing Capacity <sup>1</sup>	Recording Capacity
<b>MCS-7845-H2-RC1 and MCS-7845-I2-RC1</b>	20 to 200 concurrent users <sup>2</sup>	6 to 200 concurrent users <sup>3</sup>	6 to 150 concurrent users	3200 hours of voice recordings <sup>4</sup>
	20 to 200 concurrent users <sup>2</sup>	0 concurrent users <sup>5</sup>	6 to 200 concurrent users	
<b>MCS-7845-H1-RC1 and MCS-7845-I1-RC1</b>	20 to 200 concurrent users <sup>2</sup>	6 to 200 concurrent <sup>3</sup> users	6 to 120 concurrent users	
	20 to 200 concurrent users <sup>2</sup>	0 concurrent users <sup>5</sup>	6 to 200 concurrent users	
<b>MCS-7835-H2-RC1 and MCS-7835-I2-RC1</b>	20 to 120 concurrent users <sup>2</sup>	6 to 120 concurrent users	6 to 100 concurrent users	2000 hours of voice recordings <sup>6</sup>
<b>MCS-7835-H1-RC1 and MCS-7835-I1-RC1</b>	20 to 120 concurrent users <sup>2</sup>	6 to 120 concurrent users	6 to 40 concurrent users	
<b>MCS-7825-H3-RC1, MCS-7825-I3-RC1, MCS-7825-H2-RC1, MCS-7825-I2-RC1, MCS-7825-H1-RC1, and MCS-7825-I1-RC1</b>	20 to 40 concurrent users <sup>2</sup>	6 to 40 concurrent users	6 to 40 concurrent users	2000 hours of voice recordings <sup>6</sup>
<b>MCS-7845H-3.0-IPC1</b>	20 to 180 concurrent users <sup>2</sup>	6 to 120 concurrent users	6 concurrent users	3200 hours of voice recordings <sup>4</sup>
<b>MCS-7835H-3.0-IPC1 and MCS-7835I-3.0-IPC1</b>	20 to 120 concurrent users <sup>2</sup>	6 concurrent users	6 concurrent users	150 hours of voice recordings <sup>7</sup>
<b>MCS-7825H-3.0-IPC1 and MCS-7825I-3.0-IPC1</b>	20 to 40 concurrent users <sup>2</sup>	6 concurrent users	6 concurrent users	150 hours of voice recordings <sup>7</sup>

**Table 3.** Web Conferencing Capacity on Additional Server

Platform Part Number	Lite Web Meeting Room Capacity	Full Web Meeting Room Capacity
<b>MCS-7845-H2-RC1, MCS-7845-I2-RC1, MCS-7845-H1-RC1, and MCS-7845-I1-RC1</b>	200 concurrent users	200 concurrent users
<b>MCS-7835-H2-RC1, MCS-7835-I2-RC1, MCS-7835-H1-RC1, and MCS-7835-I1-RC1</b>	200 concurrent users	200 concurrent users
<b>MCS-7825-H3-RC1, MCS-7825-I3-RC1, MCS-7825-H2-RC1, MCS-7825-I2-RC1, MCS-7825-H1-RC1, and MCS-7825-I1-RC1</b>	100 concurrent users	100 concurrent users

## Features

### Voice and Video Conferencing

Voice conferencing features of Cisco Unified MeetingPlace Express include:

- Real-time mixing of up to three simultaneous speakers
- Adjustable input volume (gain) of each participant

<sup>1</sup> For 384 kbps or lower video; refer to the Solution Expert sizing tool if higher bit rate is needed.

<sup>2</sup> Includes support for the noted number of concurrent users of the lite Web meeting room (for example, participant list and telephony controls); assumes G.711 is used; refer to the Solution Expert sizing tool if other codec is needed.

<sup>3</sup> When SSL is enabled, 170 is the maximum.

<sup>4</sup> For 144-GB hard-drive system

<sup>5</sup> For systems with high voice, video, and Web capacity needs that the other supported configurations in this table do not address, refer to Table 3 for support of greater Web conferencing capacity on a separate server. Note that moving to this configuration includes support for deploying the Web conferencing server in a DMZ, but it does not include support of internal versus external Web conferences.

<sup>6</sup> For 72-GB hard-drive system

<sup>7</sup> For 36-GB hard-drive system

- Voice-activated video switching, which shows the person who is speaking to each video participant
- Support for the H.263 or H.264 video codec (per meeting)
- Video bit rates from 64 to 768 kbps (one per scheduled or reservationless meeting) in Common Intermediate Format (CIF) video resolution
- Entry and exit notification: beep plus name, beep, or silent
- Recording (voice) and playback (MP3)
- Breakout sessions (voice and video; up to nine simultaneously per meeting)
- Automatic extension of meetings if capacity is available
- End-of-meeting warning

### Meeting Management

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

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

To facilitate meeting access and efficiency, the meeting information given in Table 4 is available to users during a meeting.

**Table 4.** Meeting Information

Meeting Information	Available from:		
	Touchtone Phone or Video Endpoint	Web	Phone View
Dial-in number(s)	–	X	X
Meeting ID	–	X	X
Voice participants	X	X	X
Web participants	–	X	X
Participant count	X*	X	
Who is speaking	X	X	X
Who is sharing**	–	X	–
Web permissions	–	X	–
Web connection status	–	X	–
User status (for example, raised hand)	–	X	–
Recording status	X	X	X

\*Voice participants

\*\*Requires Web conferencing licenses

Numerous meeting management capabilities (Table 5) are available from a variety of interfaces to facilitate managing one’s own session, others’ sessions, and entire meetings.

Table 5. Meeting Management

Meeting Management Capability	Acts on:					Available from:		
	Self	Others	Voice	Video	Web	Touchtone Phone or Video Endpoint	Web	Phone View
Dial out to oneself	X	–	X	X	–	–	X	X
Dial out to others	–	X	X	X	–	X	X	–
Invite through e-mail	–	X	–	–	–	–	X	–
Mute oneself	X	–	X	–	–	X	X	X
Mute others	X	X	X	–	–	–	X	X
Adjust volume	X	X	X	–	–	–	X	–
Record meeting	X	X	X	–	–	X	X	X
Full-screen view of meeting room	X	–	–	–	X	–	X	–
Maximize and restore pod	X	X	–	–	X	–	X	–
Change announcements	X	X	X	–	–	–	–	X
Merge participant list entries	X	X	–	–	X	–	X	–
Rename participants	X	X	–	–	X	–	X	–
Change Web permissions	X	X	–	–	X	–	X	–
Change user status (for example, raised hand)	X	–	–	–	X	–	X	–
Clear user status	X	X	–	–	X	–	X	–
Change connection speed	X	–	–	–	X	–	X	–
Optimize room speed	X	X	–	–	X	–	X	–
Change room screen resolution	X	X	–	–	X	–	X	–
View what other permission levels see	X	–	–	–	X	–	X	–
Lock meeting	X	X	X	X	X	X	X	X
Screened entry to locked meeting	X	X	X	X	X	X	X	–
Eject users	X	X	X	X	X	X	X	X
End meeting	X	X	X	X	X	–	X	–

## Web Conferencing

Cisco Unified MeetingPlace Express has many valuable features for Web conferencing:

- **Easy access:** Users easily access meetings from a variety of platforms using Web browsers and the broadly installed Adobe Flash Player.
- **Firewall friendly:** HTTP and HTTPS tunneling technology allows users behind firewalls to participate in Web conferences.
- **Connection speed optimization:** Cisco Unified MeetingPlace Express optimizes the Web conference performance to available bandwidth based on the user's selected connection speed.

- **Screen sharing:** Real-time screen sharing allows users to show others' applications, windows, or their entire desktop. A variety of sharing controls is available from the meeting room, the operating system, and the shared applications or windows. Option to use 24 bit color sharing is available for color and graphic intensive applications.
- **Flexible viewing options:** Shared content can be viewed in a variety of ways to best suit the user.
  - **Scaled view:** Users see a view of the shared content that scales to fit the space available.
  - **Scrolled view:** Users see a full-size view of the shared content that may require scrolling to see the entire shared screen.
  - **Meeting-room view:** Users see the shared content in addition to the other pods. Either the scaled or scrolled view can be used.
  - **Full-screen view:** Users see only the shared content on their screens. Controls are available to select whether the full-screen view is effective for everyone or individuals, as well as if users can toggle the full screen themselves.
- **Remote Control:** Users can request control of shared application, document, or desktop to collaborate or provide remote assistance. Control is granted by the person sharing the application, document, or desktop and can be revoked with a single click.
- **Annotations:** Users can collaborate over shared screens using markup tools such as a pencil, marker, line, rectangle, ellipse, text, and stamper. A variety of options is available to print and edit annotations, including undo, redo, change color, change size, move, and delete.
- **Chat:** Users can send text messages to each other privately, to presenters, or to everyone. Options are available to control text size, select who can chat, determine if one sees chat notifications when the chat tool is not available, and clear the chat history.
- **Notes:** Users can use the note tool to type up a meeting agenda, track action items, or do anything else that requires that text be made visible to all in the meeting. Options are available for text size, text alignment, and creating and accessing multiple notes.

### Meeting Setup and Attendance

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

- **Integrated voice, Web, and video conference setup:** Users can quickly and easily schedule and reschedule integrated voice, Web, and video meetings in a single step from Microsoft Outlook and a variety of Web browsers.
- **Meeting types:** Cisco Unified MeetingPlace Express supports the following meeting types:
  - **Scheduled:** Users can reserve meeting resources in advance using Microsoft Outlook or a Web scheduling interface. A user's delegates also can schedule meetings.
  - **Recurring:** This type of scheduled meeting occurs at regular intervals (for example, weekly on Mondays for four weeks) and can be set up from Microsoft Outlook or the Web interface.
  - **Continuous:** This type of scheduled meeting is always available; it is set up from the Web interface and is commonly used for crisis management.

- **Reservationless:** Users can hold meetings using a personal meeting ID without the need for advance scheduling. Reservationless meetings can be initiated from Microsoft Outlook, a touchtone phone, the Web, or Phone View.
- **Impromptu Web conferencing:** From Cisco Unified Personal Communicator, users can launch a simple screen-sharing interface on demand.
- **E-mail invitations:** Meetings set up from the Web interface or Microsoft Outlook can generate Microsoft Outlook calendar invitations that include the ability to easily populate a user's calendar with the meeting information, which is highly customizable by the system administrator. Using standard SMTP e-mail, invitations can be sent to meeting invitees in either HTML or text format.
- **Flexible attendance options:** Users have numerous options available when attending meetings:
  - **Dial in:** Users have a couple of options to dial into a meeting:
    - Dial into Cisco Unity Connection (2.0 or later) and use speech (that is, say "Join meeting") to access an active meeting associated with the user
    - Dial directly into the voice and video meeting using the dial-in number, and when using a recognized phone, the user is automatically logged into the system and directed to her meeting
  - **Click-to-attend link:** Users can click a URL in Outlook and in e-mail invitations that takes them to a Webpage providing an option to attend the voice, Web, and video meetings simultaneously.
  - **Join from the Web:** Users can go to the system Website and either find the meeting or specify the meeting ID to reach a Webpage providing options to dial out to a specified phone or video endpoint and join the Web meeting.
  - **Dial out from Phone View:** Users with supported Cisco Unified IP phones can find the meeting or specify the meeting ID to have the system call their IP phone.
  - **Find me:** Users can specify a series of phone numbers with which they are associated by user profile, and the system calls these numbers when a meeting starts.

## Administration

System administrators have a rich tool set in Cisco Unified MeetingPlace Express:

- **Web administration center:** A Web interface provides system administration capabilities for user management, system configuration, maintenance, reporting, monitoring, and interface configuration.
- **User provisioning:** User profile creation can be handled in the following ways:
  - **Automated profile creation:** Directory integration (for example, with Cisco Unified Communications Manager) automates profile creation by establishing an account on Cisco Unified MeetingPlace Express the first time a user successfully authenticates using credentials accepted by the integrated directory.
  - **Profile import:** User profiles can be batch imported into the system.
  - **Manual profile creation:** Using the Web administration interface, profiles can be manually added to the system.
- **Group management:** Groups can be created and associated with user profiles to facilitate administration of similar user types.

- **System configuration and maintenance:** Numerous parameters and options are available to configure and maintain the system:
  - **Usage configuration:** Twelve- or 24-hour time, attendant dial-out, language configuration, minimum password lengths, password expiration, alarm dial-out, guest dial-out, directory integration parameters, and system phone numbers and labels
  - **Meeting configuration:** Capacity and codec management, overbooking, maximum and default meeting sizes, maximum and default meeting lengths, meeting ID guard times, meeting extension, meeting warnings, minimum meeting password length, advance scheduling limit, meeting and recording purging, minimum meeting ID length, vanity meeting IDs, reservationless parameters, and hosting option for Web meetings
  - **Video configuration:** Ability to manage the types of video meetings made available to end users
  - **Microsoft Outlook plug-in configuration:** Configuration parameters that are automatically set in the plug-in for setting up and attending meetings from Microsoft Outlook
  - **Call configuration:** H.323, SIP, dial-out, direct meeting dial-in, and IP voice and video parameters, and digit handling for automated phone login and attend
  - **E-mail configuration:** SMTP servers, Microsoft Exchange server, Exchange user account, and e-mail templates
  - **SNMP settings:** Community strings and notification destinations
  - **Licensing:** Installing and viewing licenses
  - **Backup:** Backing up and archiving, local and remote configuration, and e-mail notification
  - **E-mail blast:** E-mail sent to a group or all users with a message regarding the system
  - **Import information:** Importing of settings for groups and meetings (such as batch updates), as well as transferring meetings from Cisco Conference Connection
  - **SSL certificate management:** Installing, enabling, and managing SSL certificates
- **Reporting and monitoring:** Numerous predefined reports, data exports, and monitoring and alarm tools are provided:
  - **Meeting cancellation report:** Details about canceled meetings
  - **Billing report:** Minutes of voice and Web conferencing that can be billed by billing code
  - **Usage report:** Capacity usage report comparing scheduled versus used resources
  - **Disk usage report:** Details about hard-disk usage and available space
  - **Data export:** Export data for external analysis and reporting, including information about user profiles, groups, meeting details, dial-out activity, meeting participants, participants attending and exiting meetings, and scheduling failures
  - **E-mail queue status report:** Tool to monitor and manage e-mail notifications in queue
  - **Media statistics reports:** Statistics and information regarding conference media
  - **In-session monitoring:** Tool to monitor active meetings
  - **System logs:** A variety of system logs for monitoring and troubleshooting
  - **Alarms:** Viewing and exporting system alarms
  - **System status:** Viewing a snapshot of system status for monitoring and troubleshooting

- **Interface configuration:** The interface can be configured for voice prompts and a select set of Webpages:
  - **Voice prompts:** Install custom voice prompts that are played on the phone
  - **Custom logo:** Add a company or other logo to Webpages
  - **Schedule meeting page:** Configure fields that are available to users on the scheduling page
  - **User profile page:** Configure fields that are available to users on the user profile page
  - **Outlook plug-in download:** Select Webpages from where the Outlook plug-in can be downloaded
- **Multilanguage support for voice prompts:** English (United States), English (United Kingdom), English (Australia), French (France), French (Canada), German, Japanese, Korean, Chinese (China), Chinese (Taiwan), Spanish (Latin America), Spanish (Spain), Italian, Dutch, Swedish, Russian, Danish, and Portuguese (Brazil) are supported.
- **Multilanguage support for Web interfaces:** English (United States), French (France), German, Japanese, Korean, Chinese (China), Chinese (Taiwan), Spanish, Italian, Dutch, Swedish, Russian, Danish, and Portuguese (Brazil) are supported.

## Security

Cisco Unified MeetingPlace Express offers the following security features:

- **Dedicated on-net system:** The dedicated Cisco Unified MeetingPlace Express system is integrated with the organization's private network. Maximum security can be provided by deploying the system such that only those on the private network can access meetings.
- **Built-in defense against attacks:** Cisco Security Agent is built in to the system at the kernel level to allow only application-specific activities and to defend against attacks.
- **Segmented meeting access:** Web meetings can be set up either as internal meetings and held entirely behind the corporate firewall, or as external meetings, which are also accessible to Internet participants. Administrators and meeting organizers have complete control.
- **Access authentication:** In addition to using the option of a meeting password, meeting organizers can require that participants authenticate themselves using individual logins to attend a meeting and to access the associated recording. Further, Cisco Unified MeetingPlace Express can automatically block out users after multiple failed login attempts.
- **Integrated authentication:** Cisco Unified MeetingPlace Express integrates with corporate directories (such as Cisco Unified Communications Manager) to make authentication consistent across systems.
- **Encryption:** Cisco Unified MeetingPlace Express supports encrypted Webpages and Web conferencing traffic using SSL. User passwords are encrypted in the database using a one-way hash.
- **In-session meeting controls:** Meeting owners can change Web conferencing permissions, specify announced entry and departure, require passwords, lock the meeting, and eject unwanted attendees.

## System Requirements

Table 6 gives system requirements of Cisco Unified MeetingPlace Express.



**Table 6.** System Requirements

<b>Call-control system</b>	<ul style="list-style-type: none"> <li>• Cisco Unified Communications Manager Version 3.3 or later (video is supported with version 4.1 or later, 5.1 or later, and 6.0 or later)</li> <li>• Cisco Unified Communications Manager Express 3.3 or later (does not support video in meetings)</li> <li>• Standards-based H.323 * or SIP ** call-control systems</li> </ul>
<b>Quality of service (QoS)</b>	<ul style="list-style-type: none"> <li>• Network enabled with Differentiated Services (DiffServ; RFCs 2474 and 2475) QoS for voice traffic</li> </ul>
<b>Directory</b>	<ul style="list-style-type: none"> <li>• Cisco Unified Communications Manager 3.3 or later</li> <li>• Cisco Unified Communications Manager 3.3 or later using Microsoft Active Directory 2000 or later</li> <li>• Cisco Unified Communications Manager 3.3 or later using SunONE Directory Server 5.2</li> <li>• Cisco Unified Communications Manager 3.3 or later using Netscape Directory Server 4.0</li> </ul>
<b>Endpoints supporting video conferencing</b>	<ul style="list-style-type: none"> <li>• Cisco Unified Personal Communicator 1.2 or later</li> <li>• Cisco Unified IP phone models and Cisco IP Communicator versions supported by Cisco Unified Video Advantage 2.0(2) or later</li> <li>• Cisco Unified IP Phone 7985G models</li> <li>• Third-party video endpoints supporting SCCP ***</li> <li>• Third-party video endpoints supporting H.323 *</li> <li>• Third-party video endpoints supporting SIP **</li> </ul>
<b>IP phones supporting Phone View</b>	<ul style="list-style-type: none"> <li>• Cisco Unified IP Phone 7940 and 7941 models</li> <li>• Cisco Unified IP Phone 7960 and 7961 models</li> <li>• Cisco Unified IP Phone 7970 and 7971 models</li> <li>• Cisco IP Communicator 1.1(5) or later</li> </ul>
<b>Endpoints supporting initiation of impromptu Web conferences</b>	Cisco Unified Personal Communicator 1.2 or later
<b>Microsoft Outlook Microsoft Exchange</b>	<ul style="list-style-type: none"> <li>• Microsoft Outlook 2000, 2002 (XP), 2003, or 2007</li> <li>• Microsoft Exchange 2000, 2003</li> </ul>

\*H.323 call-control systems and video endpoints must be capable of supporting midcall video escalation and de-escalation. Upon joining the meeting, Cisco Unified MeetingPlace Express negotiates the video session by sending a second H.245 Terminal Capabilities Set message indicating the video compression in use for the meeting. H.323 call-control systems and endpoints must also support H.245 alphanumeric or H.245 signal dual tone multifrequency (DTMF) relay for transmitting digits.

\*\*SIP call-control systems and video endpoints must be capable of supporting midcall video escalation and de-escalation. Upon joining the meeting, Cisco Unified MeetingPlace Express negotiates the video session by sending a SIP REINVITE message indicating the video compression in use for the meeting. SIP call-control systems and endpoints must support either Key Press Markup Language (KPML) or RFC 2833 DTMF signaling.

\*\*\*Please reference the Cisco Technology Developer Program site for certified third-party SCCP video endpoints: <http://www.cisco.com/pcqi-bin/ecoa/Search>.

## Ordering Information

To place an order, contact your local Cisco representative; for information, visit the ordering homepage on the Cisco Website or refer to Table 7.

**Table 7.** Ordering Information

Product Name	Part Number
Cisco Unified MeetingPlace Express 1.2 SE Bundle, 20V, 6W Concurrent ULs	MPE-SE
Cisco Unified MeetingPlace Express Small Package Upgrade, 1Voice Concurrent UL	MPE-SMALL-1V
Cisco Unified MeetingPlace Express 1.2 ME Bundle, 25V, 6W Concurrent ULs	MPE-ME
Cisco Unified MeetingPlace Express Medium Package Upgrade, 1Voice Concurrent UL	MPE-MED-1V
Cisco Unified MeetingPlace Express 1.1 LE Bundle-85V,6W Concurrent ULs	MPE-LE
Cisco Unified MeetingPlace Express LE Package Upg-1 Voice Concurrent UL	MPE-LE-1V
Cisco Unified MeetingPlace Express Video License, 1 Concurrent UL	MPE-PLUS1-VI
Cisco Unified MeetingPlace Express Web License, 1 Concurrent UL	MPE-PLUS1-W

<b>Cisco Unified MeetingPlace Express Language License, 2 or more languages</b>	MPE-LANG(=)
<b>Cisco Unified MeetingPlace Express Voice License Pack Upgrade, 10 Concurrent ULs</b>	MPE-PLUS10-V-UPG=
<b>Cisco Unified MeetingPlace Express Voice License Pack Upgrade, 40 Concurrent ULs</b>	MPE-PLUS40-V-UPG(=)
<b>Cisco Unified MeetingPlace Express Voice License Pack Upgrade, 80 Concurrent ULs</b>	MPE-PLUS80-V-UPG=
<b>Cisco Unified MeetingPlace Express Web License Pack, 10 Concurrent ULs</b>	MPE-PLUS10-W(=)
<b>Cisco Unified MeetingPlace Express Video License, 4 Concurrent ULs</b>	MPE-PLUS4-VI=
<b>Cisco Unified MeetingPlace Express SW and License for Additional Server</b>	MPE-ADD-SRVR(=)
<b>Cisco Unified MeetingPlace Express Outlook Integration</b>	MPE-OUTLOOK(=)

## Cisco Services

Using the Cisco Lifecycle Services approach, Cisco and its partners offer a broad portfolio of end-to-end services to support the Cisco Unified Communications System. These services are based on proven methodologies for deploying, operating, and optimizing IP communications solutions. Initial planning and design services, for example, can help you meet aggressive deployment schedules and minimize network disruption during implementation. Operate services reduce the risk of communications downtime with expert technical support, and optimize services enhance solution performance for operational excellence. Cisco and its partners offer a system-level service and support approach that can help you create and maintain a resilient, converged network that meets your business needs.

## For More Information

For more information about Cisco Unified MeetingPlace Express, visit <http://www.cisco.com/go/meetingplaceexpress> or contact your local Cisco account representative.



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