



CHAPTER 8

Managing Meeting Types for Cisco Unified Conferencing for TelePresence

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About Meeting Types

When you create services on the MCU, you define the features and qualities for meetings that you want to provide to end-users. After adding the MCU to Video Administration, you download the services from the MCU, and they become available meeting types in Video Administration.

Downloading New Meeting Types

Use this procedure to download new services from the MCU so that Video Administration meeting types and MCU services are synchronized.

Before You Begin

- Unless you plan to use the default TelePresence service on the MCU, we recommend that you delete it before creating new services and download meeting types.
- Create new services on the MCU.
- Add the MCU from which to download services.

Procedure

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- Step 1** Log in to Video Administration.
- Step 2** Click **Admin > Meeting Types > Active Meeting Types** tab.
- Step 3** Click **Download**.
- Step 4** Click **OK** until *Result: Meeting Types (Services) downloaded successfully* displays.
- Step 5** Click **OK**. The Active Meeting Types tab displays.
- Step 6** Verify that the meeting types in Video Administration match the services that are defined on the IPVC Administrator MCU > Services tab.
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Related Topics

- [Logging In to Video Administration, page 1-3](#)
- [Adding an MCU, page 7-1](#)
- [Synchronizing Meeting Types, page 8-6](#)

Updating Meeting Types

Use this procedure after you modify services on the MCU to update the meeting types for these services in Video Administration. If there are meeting type prefix conflicts between MCUs or meeting type conflicts between MCUs and the Video Administration database, you are notified and can resolve them.

Before You Begin

Modify an existing service on the MCU.

Procedure

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- Step 1** Log in to Video Administration.
- Step 2** Click **Admin > Meeting Types > Active Meeting Types** tab.
- Step 3** Click **Download**. The New Meeting Type (Services) page displays.
- Step 4** Choose from the options in [Table 8-1](#) for each service prefix if the Meeting Type (Service) Conflicts page displays.

Table 8-1 Fields on Meeting Type (Service) Conflicts Page

Option	Description
MCU (default)	Downloads the meeting type from the MCU to Video Administration and overwrites it. Note We recommend that you always modify services on the MCU and choose this option if meeting conflicts occur.
Video Administration	Uploads the meeting type from Video Administration to the MCU and overwrites it. Note We recommend that you only choose this option when transferring meetings from Video Administration to another MCU that does not have services defined for these meeting types.

Step 5 Click **OK** until *Result: Meeting Types (Services) downloaded successfully* displays.

Related Topics

- [About Meeting Types, page 8-1](#)
- [Logging In to Video Administration, page 1-3](#)

Uploading Meeting Types to an MCU

Use this procedure to upload existing Video Administration meeting types to another MCU without having to create new services.

Procedure

- Step 1** Log in to Video Administration.
- Step 2** Click **Admin > Meeting Types > Active Meeting Types** tab.
- Step 3** Check the check box next to the meeting type.
- Step 4** Click **Upload**. The MCU Selection window displays.
- Step 5** Add the MCU to the Selected MCUs area.
- Step 6** Click **OK** until *Result: Meeting Types (Services) uploaded successfully* displays.
- Step 7** Verify that the meeting type displays on the Active Meeting Types tab.



Tip

The Upload Log displays any failed uploads or deletions.

Related Topics

- [About Meeting Types, page 8-1](#)
- [Logging In to Video Administration, page 1-3](#)
- [Taking an MCU Offline, page 7-5](#)

Viewing Meeting Types

Use this procedure to view meeting types and their statuses at a glance.

Restrictions

The default Non-Video Conference or Point-to-Point meeting types that display in the Active Meeting Types tab are not available.

Procedure

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- Step 1** Log in to Video Administration.
- Step 2** Click **Admin > Meeting Types**.
- Step 3** Click one of the following tabs:
- Active Meeting Types—Shows meeting types that are currently in use or designated for use in a scheduled meeting.
 - Inactive Meeting Types—Lists meeting types that are not currently designated for use.
- Step 4** Locate the meeting type to view its status, as described [Table 8-2](#).

Table 8-2 *MCU Meeting Type Statuses At a Glance*

Meeting Type Displays as...	An MCU Meeting Type That...
Name followed by an asterisk (*)	Was not defined through Video Administration
Name in bold black characters followed by asterisk (*)	Is currently available to users that was downloaded from an MCU or uploaded to other MCUs successfully
Name in bold red characters	Was downloaded from an MCU, modified in Video Administration but not uploaded to an MCU, and currently not available to end users
Name in bold red characters followed by asterisk (*)	Was downloaded from an MCU but no longer on network MCUs and not currently available to end users

- Step 5** Click the meeting type to display its configuration.
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Related Topics

- [About Meeting Types, page 8-1](#)
- [Logging In to Video Administration, page 1-3](#)

Deactivating a Meeting Type

Use this procedure to deactivate a meeting type. Users will not be able to schedule meetings for this meeting type, but in-session or upcoming meetings are unaffected.

Procedure

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|---------------|---|
| Step 1 | Log in to Video Administration. |
| Step 2 | Click Admin > Meeting Types > Active Meeting Types tab. |
| Step 3 | Check the check box next to the meeting type. |
| Step 4 | Click Deactivate . The meeting type moves to the Inactive Meeting Types tab. |
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Related Topics

- [About Meeting Types, page 8-1](#)
- [Logging In to Video Administration, page 1-3](#)

Deleting an Inactive Meeting Type

Before You Begin

Before you can delete a meeting type, it must be inactive and display as No in the In Use column, which indicates that the meeting type is not assigned to an in-session meeting or an upcoming meeting.

Procedure

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|---------------|--|
| Step 1 | Log in to Video Administration. |
| Step 2 | Click Admin > Meeting Types > Inactive Meeting Types tab. |
| Step 3 | Check the check box next to the meeting type. |
| Step 4 | Click Clear Obsolete . The meeting type is deleted from Video Administration. |



Tip

Delete the service on the MCU to permanently delete this meeting type.

Related Topics

- [About Meeting Types, page 8-1](#)
- [Logging In to Video Administration, page 1-3](#)
- [Deactivating a Meeting Type, page 8-5](#)

Synchronizing Meeting Types

After performing MCU maintenance or upgrading the MCU or EMP card, use this procedure to synchronize the MCU and Video Administration by downloading again the maximum resource definition and meeting types (services) from the MCU.

Before You Begin

The MCU must be online in Video Administration.

Procedure

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- | | |
|---------------|---|
| Step 1 | Log in to Video Administration. |
| Step 2 | Click Admin > Resource Management . |
| Step 3 | Click the name of the MCU to display its MCU Edit page. |
| Step 4 | Click Update to synchronize the maximum resource definition. |
| Step 5 | Click OK to display the Meeting Types tab. |
| Step 6 | Click Download to synchronize all the meeting types. |
| Step 7 | (Optional) Click Admin > Meeting Types > Active Meeting Types tab. |
| Step 8 | Click Detail . |
| Step 9 | Verify that the MCU status shows MCU ONLINE for each meeting type to confirm synchronization. |
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Related Topics

- [About Meeting Types, page 8-1](#)
- [Logging In to Video Administration, page 1-3](#)
- [Bringing an MCU Online, page 7-2](#)