C H A P T E R **7**

Meeting Types

This section is for Organization Administrators. Topics in this section include:

Overview of Meeting Types

In the Meeting Types section, you can name and define the types of meetings (services) available to the organization. Meeting types include features and options for the user that are designated by the administrator. Deployment and modification of meeting types is applied across the network.

Available options for multipoint meeting types are based on the service features of the MCU. For detailed information about the services your MCU supports, see the relevant MCU manufacturer manuals.

Using the Meeting Types Section

The Meeting Types section includes the following tabs

- Active Meeting Types—From the Active Meeting Types tab, you can add, deactivate, and upload meetings types. The Status column indicates if the meeting type is currently in use or designated for use in a scheduled meeting.
- Inactive Meeting Types—Meeting types not currently designated for use. Inactive meeting types are available for selection as active meeting types.

Accessing Meeting Types

To access the Meeting Types section, in the Admin sidebar menu, click Meeting Types.

Meeting Type Name Display

The way a meeting type name is displayed provides useful information about that meeting type.

- Name followed by an asterisk (*)—MCU meeting type, not meeting types defined by Resource Manager.

- Name in bolded black characters, followed by asterisk (*)—MCU meeting type currently available to users, successfully downloaded from an MCU, or successfully uploaded to other MCUs.

- Name in bolded red characters—An MCU meeting type downloaded from an MCU, modified in Resource Manager but not uploaded to an MCU, and currently not available to any users.

- Name in bolded red characters, followed by asterisk (*)—MCU meeting type downloaded from an MCU but no longer on network MCUs and not currently available to users.

Using the Active Meeting Type Tab

The Meeting Types section opens by default on the Active Meeting Types tab.

Note   The first time you log into Resource Manager, no meetings appear in the Active Meeting Types tab.

Note   Cisco MCU version 4.x and 5.x contain a range of preconfigured meeting types.

Naming a Meeting Type

Each meeting type (service) must have a unique name. If you do not assign a name to a meeting type and try to upload it, a prompt appears requesting that you name the service.

It is recommended that you make meeting type names meaningful to users in the organization.

Note   Services are not named on the MCU. You must name them in Resource Manager.

Adding an Audio/Video Meeting Type

Use the following procedure to define and add a new audio/video meeting type to the Available Meeting Types list.

Procedure

Step 1   On the Meeting Types tab, click **Add**.

At the top of the window, the Audio+Video option is selected by default.

Step 2   In the Service Prefix field, enter a numerical service prefix for the meeting type. This prefix is appended to the meeting ID. The number of digits in the meeting type prefix affects the number of digits needed to dial in to a meeting.

Note   The service prefix for multipoint services must match the service prefix of the corresponding MCU service.

Step 3   In the Name field, enter a name for the meeting type.

Step 4   In the Description field, enter a meaningful description of the meeting type that includes significant details for reference.

Step 5 If the meeting type is for video conferencing, by the Max Video Layout field, click the **Change** button, and then in the Select Preferred Video Layout window select an on-screen layout for the meeting type, and then click **OK**.

The selection appears graphically beside the Max Video Layout field. The Max Video Layout default is Single Participant.

Step 6 If the meeting type is for video conferencing, by the Initial Video Layout field, click **Change,** and then in the **Select Preferred Video-Layout** window select the on-screen layout for the start of a meeting, and then click **OK**.

The selection appears graphically beside the Initial Video Layout field. The Initial Video Layout default is Single Participant. The other option is the Max Video Layout selection.

Step 7 From the Bit Rate list, select the maximum available video bit rate in kilobytes.

 – Symmetric—If you want incoming and outgoing bit rates to be matched, click **Symmetric**. Terminals receive images at the highest possible bit rate, regardless of the match rate.

 – Forced CP Symmetric—If you want bit rates forced to use the same bit rate for all terminals in the meeting, click **Forced CP Symmetric**.

Step 8 If you want to view the bit rate used for rate-matching, check **Rate-Matching to**.

Step 9 To add T-120 data collaboration capabilities to the meeting type, check **Enable T-120**. At least one MCU must be T-120 enabled to use this option.

Step 10 From the Frame Rate list, select a rate (in frames per second) from the available options (7, 10, 15, 30)

Step 11 From the Picture Format list, select a format.

Step 12 From the Video Format list, select a format.

Step 13 From the Audio XCoding Priority list, select the priority you require.

Step 14 Click **OK**.

The new meeting type appears in the list on the Active Meeting Type tab.

Adding an Audio Meeting Type

Use the following procedure to define and add a new audio meeting type to the Available Meeting Types list.

Procedure

Step 1 On the Meeting Types tab, click **Add**.

Step 2 At the top of the window, select the **Audio** option.

Step 3 In the **Service Prefix** field, enter a service prefix for the meeting type. This prefix is appended to the meeting type ID. The number of digits in the meeting type prefix affects the number of digits needed to dial in to a meeting of this type.

Step 4 In the **Name** field, enter a name for the meeting type.

Step 5 In the **Description** field, enter a meaningful description of the meeting type that includes significant details for reference.

Modifying a Meeting Type

You can only modify meeting types that are not currently in use.

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> **Note** Do not modify an MCU meeting type that is currently in use for a scheduled meeting. It is recommended that you modify all meeting types (services) on a Cisco MCU, Cisco PRI GW or Cisco BRI GW, and then download the new meeting type values from these devices to Resource Manager.

Procedure

Step 1 If the meeting you want to modify is currently active, deactivate it. For details, see the "Deactivating a Meeting Type" section on page 7-7.

Step 2 On the Active Meeting Types tab, click the name of the meeting type you want to modify.

Step 3 In the Meeting Type Details window, edit the fields as required. Information on the Meeting Type Details window represents all selections and factors associated with the meeting type.

Step 4 Click **OK**.

On the Active Meeting Types tab, the modified meeting type appears in the list.

Uploading and Downloading a Meeting Type

Procedure

Step 1 On the Active Meeting Types tab, click **Upload**.

When you upload a meeting type, it appears in the MCU Selection window, in the Available MCUs list.

Step 2 Click the arrow buttons to move MCUs from list to list as required.

Step 3 Click **OK**.

Resource Manager checks for conflicts between a new meeting type and existing meeting types, meeting types not in use, and MCU prefixes. If there are no conflicts, Resource Manager deletes the original meeting type from the MCU and includes the modified meeting type.

Step 4 If a conflict is found, select a definition for the meeting type in the Download Meeting Type (Services) window.

Step 5 To rename a meeting type, enter a new name in the Name column.

Step 6 If you need further information about the MCU or its status, click **Detail**.

Step 7 Click **Download** to download the meeting types to all other MCUs.

During download, Resource Manager checks all MCUs for existing meeting types, updates meeting type resource factors, and then includes new and modified meeting types in the Resource Manager database.

The following points should be noted

- If you are using the LDAP server, modified meeting types are included in the LDAP database.
- If there is an error or conflict during a meeting type download, a detailed warning message appears.

— If Resource Manager detects an invalid prefix during the upload, no action is taken by Resource Manager.

— If a new meeting type prefix is detected by Resource Manager, you can create a new meeting type via the Download log window. Meeting type names cannot be created the MCU itself.

— If the MCU is registered to a non-stripping Internal Gatekeeper, the MCU service prefix must begin with the Internal Gatekeeper prefix.

Step 8 If an MCU does not support a meeting type, on the Active Meeting Types tab, select another MCU service from the list in the MCUs column.

If Resource Manager finds new meeting types on a network MCU and the download is processed with no conflicts and no failures, the Download Meeting Types (Services) window lists the new meeting types.

If meeting types are located on a network MCU and there are no conflicts or failures associated with the download, the new meeting types appear in the Download Meeting Types(Services) window.

Step 9 In the Use Meeting Type(Service) Definition from column, select the definition you want to use for each meeting type list.

If there are no definitions to choose from in the Download Meeting Types(Services) window, the meeting type cannot be downloaded. In this case, you must first modify it on the MCU, and then download it.

Step 10 In the Name column, you can rename the meeting type. The meeting type is given a number for a name by default.

Step 11 Click **OK**.

The Resource Manager uploads the meeting type definitions to all MCUs on the MCUs Selection window, in the Selected MCUs column.

Resolving Meeting Type Conflicts

The Meeting Types(Service) Conflicts window displays meeting type prefix conflicts between individual MCUs and groups of MCUs, as well as conflicts between meeting types on MCUs and meeting types in Resource Manager database.

The locations of meeting types with the same prefix are grouped together in a row of the Service Prefix column.

If Invalid Prefix is displayed, that indicates that the meeting type prefix on the MCU is a subset or contains a subset of another prefix already in the Resource Manager system.

Procedure

Step 1 To resolve a prefix conflict, click the MCU tab.

Step 2 Click the meeting type name, and then in the Modify MCU window, change the meeting type prefix of the MCU.

Step 3 Click **OK**.

Step 4 Repeat the download process from the Meeting Types window. For details, see the .

Deploying a Meeting Type

When the administrator deploys a meeting type, consistency in meeting type definitions is maintained across the network.

Recommended Action

We recommend that you create all meeting types on a Cisco MCU, Cisco PRI GW, or Cisco BRI GW.

Note   You can deploy more than one meeting type at the same time.

Procedure

Step 1   In Meeting Types, on the Active Meeting Types tab, check the check box beside the meeting type you want to deploy.

Step 2   Click **Download**.

If appropriate MCUs are registered and online, the meeting type is downloaded to Resource Manager.

Step 3   On the Active Meeting Types tab, select the same meeting type from the list, and then click **Upload**.

Step 4   Using the arrow buttons, from the Available MCUs list, select the MCUs for this meeting type and move them to the Selected MCUs list.

Step 5   Click **OK**.

If there are no conflicts, the meeting type is uploaded to and synchronized with all other MCUs.

Note   If a meeting type is not supported by the MCU, any meeting type on that MCU with the same prefix as the unsupported meeting type is deleted.

Note   For details about meeting type conflicts, see the "Resolving Meeting Type Conflicts" section on page 7-5.

Uploading Meeting Types

Procedure

Step 1   In Meeting Types, on the Active Meeting Types tab, select all meeting types that you want to update, then select **Upload** to display them in the MCU Selection window.

Step 2   Make sure the meeting type(s) in the upper left section of the window is the meeting type you want upload.

Step 3   In the Available MCUs section, we recommended that you select all available MCUs for uploading.

Step 4   To include MCUs in the Selected MCUs list, click the right-arrow.

All of the meeting types to be uploaded appear in the list.

Step 5   Click **OK**.

The meeting types are uploaded to the available MCUs. When the upload is complete, the files are updated and the Upload Log displays any failed uploads or deletions.

Defining a Meeting Type

You can create a meeting type for multipoint audio and for multipoint audio-video.

Defining Audio only Meeting Types

To access the audio-only settings, in the Meeting Type Detail window, select Audio only.

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Caution   Meeting type prefixes must be unique. A meeting type prefix cannot conflict with other prefixes already present in the Resource Manager or on network MCUs. In addition, a meeting type prefix cannot contain another meeting type prefix. For example, once a meeting type prefix "123" is defined, there can be no meeting types "1" or "12". Similarly, once a meeting type "1" is created, there can be no meeting types "12" or "123". For more information, refer to your MCU documentation.

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Note   MCU service prefixes must not begin with the same digits as the gatekeeper prefix for gatekeepers which are configured to strip prefixes.

Deactivating a Meeting Type

If a specific meeting type is no longer available or desirable, it can be deactivated. Check the box in front of the meeting type name and click **Deactivate**. Users will no longer have access to this meeting type when scheduling a meeting. To avoid affecting any in-session or upcoming meeting scheduled with this meeting type, the relevant meeting type will move to the Inactive Meeting Types tab.

Searching for a Meeting Type

Procedure

Step 1   In the Name box, type the name or part of the name of the meeting type for which you are searching.

Step 2   Click **Search**.

Meeting types that are found appears in list.

Using the Inactive Meeting Types Tab

In the Meeting Types section, click the **Inactive Meeting Types** tab to view a list of inactive meeting types. From this tab, you may view inactive meeting type details or delete obsolete meeting types

The following information is displayed on the Inactive Meeting Types tab

- Name—Name of the specified meeting type.
- Description—Description of the specified meeting group.
- Prefix—Meeting type prefix for multipoint services.
- In Use—Status of the meeting type. Yes appears if the meeting type is in use by an in-session meeting or for an upcoming meeting. No appears if this meeting type is not assigned to an in-session meeting or for an upcoming meeting.

Deleting a Meeting Type

If the In Use setting indicates that the specified meeting type is not being used by any upcoming or in-session meetings, you can delete the meeting type.

Procedure

Step 1   On the Inactive Meeting Types tab, select one or more meeting types from the Inactive Meeting Types tab.

Step 2   Click **Clear Obsolete** to delete these meeting types from the Resource Manager and from the MCU(s).