



## APPENDIX **A**

# Installing MeetingTime

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This appendix describes strategies for installing and deploying MeetingTime throughout your organization.

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## About MeetingTime

MeetingTime is a desktop application through which you can access and configure the Cisco Unified MeetingPlace Audio Server system for all types of users, including end users, contacts, attendants, and system administrators. As a system administrator, you must have a copy of MeetingTime to manage and maintain the system.

In addition, you may choose to deploy MeetingTime to other users, including help desk employees, department administrators, and qualified end users.

The MeetingTime software runs on desktop computers. It communicates with Cisco Unified MeetingPlace over the LAN or WAN using TCP/IP, an industry-standard networking protocol. The software uses an intuitive graphical user interface and provides access to advanced features that are not available over the phone.

Five MeetingTime licenses are included with every Cisco Unified MeetingPlace system. As a system administrator, you use MeetingTime to configure the system, run reports, monitor capacity, and run routine system management functions, as described later in this chapter.

Your help desk department can also use MeetingTime to handle end user problems, monitor meetings, and control in-session features. For more information about using MeetingTime as a system administrator, see the [“System Administrator Responsibilities” section on page 2-1](#).

# MeetingTime System Requirements

MeetingTime requires that users run an adequately configured Windows computer. For detailed information on the minimum hardware and software requirements for running MeetingTime, see the *System Requirements for Cisco Unified MeetingPlace*, at

[http://www.cisco.com/en/US/products/sw/ps5664/ps5669/prod\\_installation\\_guides\\_list.html](http://www.cisco.com/en/US/products/sw/ps5664/ps5669/prod_installation_guides_list.html).

## Installing MeetingTime

**Tip**

To simplify the installation of MeetingTime for multiple desktops, you can copy the contents of the installation CD to a shared network folder, and then run the MeetingTime setup.exe file from that location.

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**To Install MeetingTime**

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- Step 1** Start Windows (if it is not already running) and close all running applications.  
Be sure to turn off virus checking software.
  - Step 2** Insert the MeetingTime CD into your CD/DVD drive.
  - Step 3** When the MeetingTime Welcome screen appears, click **Next**, and follow the instructions in the installer screens.  
You must accept the MeetingTime license agreement to install MeetingTime.
  - Step 4** When asked if you want to view the QuickTour (a brief, animated piece that highlights key end-user capabilities), make your choice.
  - Step 5** To verify that MeetingTime has been successfully loaded, log in to MeetingTime using your user ID, user password, and Cisco Unified MeetingPlace host name.
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## Editing and Storing MeetingTime Settings

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**To Edit and Store MeetingTime Settings**

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- Step 1** Start MeetingTime.
- Step 2** Choose **Options** menu > **Edit Settings**.
- Step 3** In the MeetingTime Settings dialog box, choose the options you want.

**Table A-1** Installing MeetingTime Options

Option	Description
Remember login information	<p>Using MeetingTime requires users to enter their login information, including their user ID, password, and Cisco Unified MeetingPlace host name. As a productivity enhancement, users can store all or part of the required login information.</p> <p>If users store a valid user ID, password, and host name in the system, they are placed in the reception room when they launch MeetingTime.</p> <p> <b>Caution</b> For security reasons, store only the user ID and host name in the Settings dialog box. Users can then log in by entering only their password.</p>
Show public meetings	<p>Users can choose whether they want their meetings displayed to all users. To do this, select the <b>Schedule</b> tab, for <b>Display meeting to everyone</b>, choose <b>Yes</b>.</p> <p>Also, end users can choose to show public meetings in the register and on the whiteboard from the MeetingTime Settings screen.</p>
Demonstration mode	<p>For training or demonstration purposes, users can select <b>Demonstration Mode</b> to view MeetingTime.</p> <p>When you choose this option, you see a message telling you that example data and false connections will be used the next time MeetingTime is started. Continue or cancel the selection.</p>
Minutes for report results	<p>When generating a report from the Report tab, you may query the server for a specific date range. Depending on the size of your Cisco Unified MeetingPlace system, a report may take up to several minutes to generate.</p> <p>To ensure the system does not time out before the results are returned from the server, you may specify how many minutes to wait for the results.</p>

**Step 4** To apply the settings, click **Save**.

**Step 5** Exit and restart MeetingTime.

