



## Preface

---

This preface contains the following sections:

- [Purpose, page vii](#)
- [Audience, page vii](#)
- [Documentation Conventions, page ix](#)
- [Cisco Unified MeetingPlace Documentation, page x](#)
- [New Feature and Enhancement Information, page x](#)
- [Obtaining Documentation, Obtaining Support, and Security Guidelines, page x](#)

## Purpose

This guide describes how to install and maintain the Cisco Unified MeetingPlace 8100 series hardware for a Cisco Unified MeetingPlace Audio Server Release 6.0 system. It also describes how to upgrade the Audio Server software to Release 6.0 from Release 5.3 or 5.4.

This guide does not describe how to install, configure, or use hardware or software for other Cisco Unified MeetingPlace components.

## Audience

This guide is for Cisco Unified MeetingPlace system administrators. It assumes the following considerations:

- You have a thorough understanding of voice and data terminology and concepts.
- You are familiar with Cisco Unified MeetingPlace and networking concepts.

## Naming Conventions

Earlier releases of Cisco Unified MeetingPlace Audio Server were called “MeetingPlace Server” or “MeetingServer.” In this guide, “Cisco Unified MeetingPlace Audio Server” and “Audio Server” refer to all releases past and present.

[Table 1](#) describes other terms used throughout the Cisco Unified MeetingPlace set of documents.

**Table 1** *Product Naming Conventions*

<b>Term</b>	<b>Definition</b>	<b>Used in This Document As</b>
Cisco Unified MeetingPlace 8100 series server	Includes Cisco Unified MeetingPlace 8106 and Cisco Unified MeetingPlace 8112 servers.	Cisco Unified MeetingPlace 8100 series
Cisco Unified MeetingPlace 8106 Server	Hardware on which Cisco Unified MeetingPlace Audio Server software runs.	Cisco Unified MeetingPlace 8106
Cisco Unified MeetingPlace 8112 Server	Hardware on which Cisco Unified MeetingPlace Audio Server software runs. (This server was called M3 in Releases 5.2 and earlier.)	Cisco Unified MeetingPlace 8112
Cisco Unified MeetingPlace Audio Server	Software that runs on the Cisco Unified MeetingPlace 8100 series server.	Cisco Unified MeetingPlace Audio Server
Cisco Unified MeetingPlace Audio Server system	Cisco Unified MeetingPlace 8106 or Cisco Unified MeetingPlace 8112 running Cisco Unified MeetingPlace Audio Server.	Cisco Unified MeetingPlace Audio Server system or Audio Server system
Cisco Unified MeetingPlace MeetingNotes	A Cisco Unified MeetingPlace Audio Server feature by which users record meetings and listen to meeting recordings.	MeetingNotes
Cisco Unified MeetingPlace MeetingTime	Windows desktop software through which system administrators can access and configure Cisco Unified MeetingPlace Audio Server.	MeetingTime
Cisco MCS Unified CallManager Appliance	Hardware on which Cisco Unified MeetingPlace applications are installed.	Cisco MCS
Cisco Unified MeetingPlace Web Conferencing server	A Cisco MCS installed with Cisco Unified MeetingPlace Web Conferencing.	web server All references to a “web server” in this guide refer to the Cisco Unified MeetingPlace Web Conferencing server.

[Table 2](#) describes the country conventions used throughout this guide.

**Table 2** *Country Conventions*

<b>Convention</b>	<b>Represents</b>
European Union	Specific information for European Union countries
Hong Kong	Specific information for Hong Kong
India	Specific information for India
Japan	Specific information for Japan
Singapore	Specific information for Singapore
U.S. and Canada	Specific information for the United States and Canada
U.K.	Specific information for the United Kingdom

# Documentation Conventions

Table 3 Conventions for Cisco Unified MeetingPlace Documentation

Convention	Description
<b>boldfaced text</b>	Used for: <ul style="list-style-type: none"> <li>• Commands that you must enter exactly as shown.</li> <li>• Key and button names.</li> <li>• Information that you enter.</li> </ul>
<i>italicized text</i>	Used for arguments for which you supply values.
[ ] (square brackets)	Used for elements that are optional.
text in Courier font	Used for information that appears on the screen.
^ (caret)	Used to indicate use of the Control key. (For example, ^D means press the Control and D keys simultaneously.)
< > (angle brackets)	Used for nonprinting characters, such as passwords.

Cisco Unified MeetingPlace documentation also uses the following conventions:



**Note**

Means reader take note. Notes contain helpful suggestions or references to material not covered in the document.



**Caution**

Means reader be careful. In this situation, you might do something that could result in equipment damage or loss of data.



**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**

Translations of safety warnings included in this guide are available online in *Regulatory Compliance and Safety Information for Cisco Unified MeetingPlace 8100 Series* 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).

# Cisco Unified MeetingPlace Documentation

For descriptions and locations of Cisco Unified MeetingPlace documentation on Cisco.com, see the *Documentation Guide for Cisco Unified MeetingPlace*. The document is shipped with Cisco Unified MeetingPlace and is available at [http://www.cisco.com/en/US/products/sw/ps5664/ps5669/products\\_documentation\\_roadmaps\\_list.html](http://www.cisco.com/en/US/products/sw/ps5664/ps5669/products_documentation_roadmaps_list.html).

## New Feature and Enhancement Information

For information on new and changed functionality in Cisco Unified MeetingPlace Audio Server, refer to *Release Notes for Cisco Unified MeetingPlace Audio Server* at [http://www.cisco.com/en/us/products/sw/ps5664/ps5669/prod\\_release\\_notes\\_list.html](http://www.cisco.com/en/us/products/sw/ps5664/ps5669/prod_release_notes_list.html).

## Obtaining Documentation, Obtaining Support, and Security Guidelines

For information on obtaining documentation, obtaining support, providing documentation feedback, security guidelines, and also recommended aliases and general Cisco documents, see the monthly *What's New in Cisco Product Documentation*, which also lists all new and revised Cisco technical documentation, at:

<http://www.cisco.com/en/US/docs/general/whatsnew/whatsnew.html>