



CHAPTER 4

Troubleshooting Cisco Unified MeetingPlace for Outlook

This chapter explains how to troubleshoot common problems that may occur when using Cisco Unified MeetingPlace for Outlook. Some solutions are available to users, while others require system administrator action.

Review this chapter before contacting your Cisco technical support representative.

See the following sections:

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- [Problems Installing Cisco Unified MeetingPlace for Outlook, page 4-2](#)
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Log Files

Cisco Unified MeetingPlace for Outlook enters logs in the Cisco Unified MeetingPlace Gateway SIM event log.

To View the Log File

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- Step 1** In your system tray, right-click the orange door icon in the system tray and choose **Eventlog**. This invokes the GWSIM real-time log file.
- Step 2** You can observe the Cisco Unified MeetingPlace for Outlook components performing their assigned tasks from this log. For fault isolation purposes you may be required to forward this log file to your Cisco technical support representative.
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To Generate a Log File as Text

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- Step 1** Open a DOS command window and navigate to <drive>\Cisco Systems\Cisco Unified MeetingPlace Gateway SIM.
- Step 2** At the <drive>\Cisco Systems\Cisco Unified MeetingPlace Gateway SIM prompt, enter **Eventlog >> Output.txt**.
- A text file called Output.txt is copied to the <drive>\Cisco Systems\Cisco Unified MeetingPlace Gateway SIM directory.
- Step 3** Contact your Cisco technical support representative, who may ask you to send this file.
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Problems Installing Cisco Unified MeetingPlace for Outlook

Problem Cisco Unified MeetingPlace for Outlook must log in to the Exchange Server on the domain and be granted privileges to do so. Testing on Windows 2000 Advanced Server has shown that the Cisco Unified MeetingPlace for Outlook service will not log in to the Exchange Server unless the gateway account specified during installation is placed in the local administrator group. Failing to do this results in one of the following error messages:

- “Could not start the Cisco Unified MeetingPlace for Outlook service on local computer. The service did not return an error. This could be an internal Windows error or an internal service error. If the problem persists, contact your system administrator.”
- “MAPI_E_NOT_FOUND.”
- “There are currently no login servers available to service the login request.”

Solution Currently there is no alternative to this requirement. However:

- The Cisco Unified MeetingPlace for Outlook application can be unregistered from the service control manager by using the regserver or regsvr32 switch from the Run menu (consult your Windows documentation for more information on registering and unregistering services).
- After unregistering the application as a service, the Cisco Unified MeetingPlace for Outlook application can be run manually by double-clicking the icon in the folder in which it was installed, usually: <drive>:\Cisco Systems\MPOutlook.

Problem Windows Event Log error message:

“Cisco Meeting place did not start due to a login failure
 Message: 0x80070569
 Login Failure, the user has not been granted the requested login type at this computer.”

Solution Verify that the Cisco Unified MeetingPlace for Outlook Service is set to log on as “Local System account.” In the Services control panel, right-click the Cisco Unified MeetingPlace for Outlook Service, click the Logon tab, and then click the Local System Account radio button.

Problems with the MeetingPlace Tab

Problem MeetingPlace tab is missing from the Microsoft Outlook client.

Solution Do the following, as applicable:

- The user computer or Outlook may have been shut down improperly, or multiple Outlook clients may be open. Exit all Outlook clients and check the Task Manager to verify that Outlook has shut down, then reopen the Outlook client. In Outlook, choose File > New > Appointment. Verify that the MeetingPlace tab is present.
- In Outlook, choose Tools > Options, then click the MeetingPlace tab. (If the MeetingPlace tab is not available, skip this troubleshooting item.) Check the Make the MeetingPlace Meeting Schedule Form the Default Scheduling Form for All Meetings check box.
- An essential component may be disabled. In Outlook, choose Help > About Microsoft Outlook > Disabled Items. If mp4olxxx.dll is disabled (xxx represents a number), select it and click Enable. Then restart Outlook.
- Cisco Unified MeetingPlace may not be set as the default form. In the ConfigClient Utility, click the Client Options tab. Check Make MeetingPlace form as the default appointment form. Click Save then Close. For next steps, see the [“Cisco Unified MeetingPlace Gateway Configuration Utility” section on page 3-10](#).

Problem The MeetingPlace tab is blank or an error page appears.

Solution The Cisco Unified MeetingPlace for Outlook computer may be down. If the user receives an error page listing possible problems and solutions, follow the instructions provided on the page.

Problem An Outlook 2003 user clicks the MeetingPlace tab in a meeting notification and receives the following Microsoft Forms error: “To prevent malicious code from running, one or more objects in this form were not loaded. For more information, contact your administrator.”

Solution Install the Cisco Unified MeetingPlace for Outlook client on the computer of that user.

Problem The MeetingPlace tab is not available from meetings scheduled by using Cisco Unified MeetingPlace Web Conferencing or MeetingTime.

Solution To make this tab visible: In the ConfigClient Utility, click the Client Options tab and uncheck the Make MeetingPlace Tab Under “Tools | Options” Unavailable to Clients check box. Click Save, then Close. For next steps, see the [“Cisco Unified MeetingPlace Gateway Configuration Utility” section on page 3-10](#).

Problem Users must log in each time they click the MeetingPlace tab.

Solution To allow unrestricted access to the MeetingPlace tab:

- Verify that the user has the most current version of the Cisco Unified MeetingPlace for Outlook client: In Outlook, choose File > New > Appointment. Click the MeetingPlace tab, then click About. If necessary, upgrade to the current client.
- In the Outlook client, choose Tools > Options. Click the MeetingPlace tab, then check the Remember User ID and Password check box.
- In the ConfigClient Utility, click the Logins tab and choose a login option other than Do Not Persist Login Information.
- Cisco Unified MeetingPlace Directory Services or Integrated Windows Authentication may be set incorrectly. See the [“Logins Tab” section on page 3-4](#) for information.

Problems Upgrading Cisco Unified MeetingPlace for Outlook Client

Problem Users try to upgrade their client but the installer does not run.

Solution In the File Download window, users should click Save, not Open. They can then run the upgrade.exe file from their hard drive and it will run. Also note that you can turn off HTTP compression in IIS for .exe files. See the documentation for IIS or the Microsoft knowledge base for instructions.

Problems Scheduling Meetings

Problem Attempting to reschedule the first occurrence of a recurring meeting series that is currently in progress elicits the following error message: "Operation is not allowed. Meeting in progress." Opening this occurrence yields the following message: "Cannot open this item. You changed one of the recurrences of this item, and this instance no longer exists. Close any open items and try again."

Solution Wait a few moments and then try to open the item again.

Problem Error message: "Microsoft Outlook is not your default e-mail client."

Solution Specify the default e-mail client on the user computer: Uninstall the Cisco Unified MeetingPlace for Outlook Client in Add/Remove Programs. Then, in Internet Explorer, choose Tools > Internet Options > Programs. For E-Mail, choose Microsoft Outlook. Click OK. Reinstall the Cisco Unified MeetingPlace for Outlook Client.

Problems Attending Meetings

Problem When a user clicks the link to attend a meeting, the phone number is not prepopulated.

Solution Do the following, as applicable:

- Verify that the default Cisco Unified MeetingPlace Audio Server name is entered correctly in Outlook. Choose Tools > Options, then click the MeetingPlace tab.
- The phone number information may not be in the Cisco Unified MeetingPlace profile of the user. To verify, open MeetingTime and click the Register Book. Click the Configure tab, then click User Profiles. Locate the user profile, then scroll down to Phone Number.
- The outdial feature from Cisco Unified MeetingPlace Web Conferencing may be disabled. See the documentation for Cisco Unified MeetingPlace Web Conferencing.

Problem Click-to-attend links are truncated and do not work.

Solution Do the following, as applicable:

- As an interim solution, copy the entire click-to-attend link and paste it into the address field of the browser. If necessary, paste the link first into a word processing application and delete any spaces or line breaks, then copy to the browser address field.
- The Outlook client of the user may be set to wrap text.
- Exchange Server settings may be set to wrap. For more information, see the following Microsoft Knowledge Base articles:

- <http://support.microsoft.com/support/kb/articles/Q250/5/58.asp>.
- <http://support.microsoft.com/support/kb/articles/Q281/8/35.asp>.

Problems with Cisco Unified MeetingPlace Directory Services

Problem Members of a distribution list receive a meeting invitation but are not able to join the meeting.

Solution Cisco Unified MeetingPlace for Outlook does not expand distribution lists. Therefore, if a distribution list is invited, the individual users on the distribution list are not added to the meeting.

Workarounds:

- Expand the distribution list before sending the invitation. This ensures that each individual in the distribution list will receive an invitation.
- Rather than inviting a distribution list, invite individual users.

