Configuration and Maintenance Guide for Cisco Unified MeetingPlace Express Release 1.2

Includes Cisco Unified MeetingPlace Express VT Release 1.2

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Configuration and Maintenance Guide for Cisco Unified MeetingPlace Express Release 1.2
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CHAPTER 3
Installing and Managing Licenses on the Cisco Unified MeetingPlace Express System 3-1
Restrictions for Licenses 3-1
About Licenses 3-2
How To Install and Manage Licenses 3-5
   Determining the MAC Address of your System 3-6
   Obtaining the License File 3-6
   Installing the License File 3-7
   Displaying Licenses 3-8
   Downloading Licenses 3-8

CHAPTER 4
Configuring Basic Operation Parameters for Cisco Unified MeetingPlace Express 4-1
About Operator Assistance 4-1
   Configuring Operator Assistance 4-2
About Languages 4-2
   Configuring Languages Other Than U.S. English 4-3
      Enabling Languages 4-3
      Configuring Language Preferences in User Groups or User Profiles 4-4
About Major Alarm Calls 4-5
   Configuring Major Alarm Calls 4-5
About Meeting Phone Numbers and Notification Labels 4-6
   About the Character Limitation of the Telephone Pop-Up Notification Box in the Full Web Meeting Room 4-6
   Configuring Meeting Phone Numbers and Notification Labels 4-7

CHAPTER 5
Configuring Scheduled and Reservationless Meetings for Cisco Unified MeetingPlace Express 5-1
Prerequisites for Scheduled and Reservationless Meetings 5-2
Information About Scheduled Meetings 5-2
   About Immediate Meetings 5-3
   About Zero-Port Voice Meetings 5-3
   About Web-Only Meetings 5-4
   About Recurring Meetings 5-4
   About Continuous Meetings 5-5
Information About Reservationless Meetings 5-6
   Port Availability Considerations for Reservationless Meetings 5-7
<table>
<thead>
<tr>
<th>Chapter 5: Configuration and Maintenance Guide for Cisco Unified MeetingPlace Express Release 1.2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contents</strong></td>
</tr>
<tr>
<td>Information About Ports for Scheduled and Reservationless Meetings</td>
</tr>
<tr>
<td>About Voice Ports for Scheduled and Reservationless Meetings</td>
</tr>
<tr>
<td>About Web Ports for Scheduled and Reservationless Meetings</td>
</tr>
<tr>
<td>Recommended Port Configurations for Scheduled and Reservationless Meetings</td>
</tr>
<tr>
<td>About Direct Meeting Dial-In</td>
</tr>
<tr>
<td>Information About the Audio Mixer</td>
</tr>
<tr>
<td>About Mixed Audio Characteristics</td>
</tr>
<tr>
<td>About the Jitter Buffer Component</td>
</tr>
<tr>
<td>About Voice Activity Detection Support</td>
</tr>
<tr>
<td>How to Configure Scheduled and Reservationless Meetings</td>
</tr>
<tr>
<td>Configuring System-Wide Parameters for Scheduled and Reservationless Meetings</td>
</tr>
<tr>
<td>Configuring Reservationless Meetings</td>
</tr>
<tr>
<td>Enabling Users to Reserve Voice Ports for Scheduled Meetings</td>
</tr>
<tr>
<td>Enabling Users to Reserve Web Ports for Scheduled Meetings</td>
</tr>
<tr>
<td>Configuring Zero-Port Voice Meetings</td>
</tr>
<tr>
<td>Configuring Web-Only Meetings</td>
</tr>
<tr>
<td>Configuring Continuous Meetings</td>
</tr>
<tr>
<td>Configuring Direct Meeting Dial-In</td>
</tr>
<tr>
<td>Displaying Meeting Times Using a 12- or 24-Hour Clock</td>
</tr>
<tr>
<td>Configuring Audio Parameters</td>
</tr>
</tbody>
</table>

**CHAPTER 6**

Configuring Ad Hoc Conferencing for Cisco Unified MeetingPlace Express VT

<table>
<thead>
<tr>
<th>Prerequisites for Ad Hoc Conferencing</th>
<th>6-1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restrictions for Ad Hoc Conferencing</td>
<td>6-2</td>
</tr>
<tr>
<td>Information About Ad Hoc Conferencing</td>
<td>6-2</td>
</tr>
<tr>
<td>About Web Ports for Ad Hoc Conferencing</td>
<td>6-3</td>
</tr>
<tr>
<td>About Voice Ports for Ad Hoc Conferencing</td>
<td>6-4</td>
</tr>
<tr>
<td>About Video Ports for Ad Hoc Conferencing</td>
<td>6-4</td>
</tr>
<tr>
<td>About Ad Hoc Video</td>
<td>6-5</td>
</tr>
<tr>
<td>Restrictions for Ad Hoc Video</td>
<td>6-5</td>
</tr>
<tr>
<td>Recommendations for Ad Hoc Video</td>
<td>6-5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>How to Configure Ad Hoc Conferencing</th>
<th>6-6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Configuring Cisco Unified MeetingPlace Express for Ad Hoc Conferencing</td>
<td>6-7</td>
</tr>
<tr>
<td>Configuring Cisco Unified CallManager to Use Cisco Unified MeetingPlace Express as a Conference Bridge</td>
<td>6-8</td>
</tr>
</tbody>
</table>

**CHAPTER 7**

Configuring Call-Control Integration for Cisco Unified MeetingPlace Express

<table>
<thead>
<tr>
<th>Information About Integration With Cisco Unified CallManager</th>
<th>7-1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Configuring the Cisco Unified CallManager Integration Without a Gatekeeper</td>
<td>7-2</td>
</tr>
</tbody>
</table>
Contents

Configuring Cisco Unified MeetingPlace Express: Adding the Gatekeeper 7-37
Information About Integration in a SIP Environment 7-39
Prerequisites for Integration in a SIP Environment 7-39
Cisco Unified CallManager Restrictions for Integration in a SIP Environment 7-39
Required Tasks for Integration in a SIP Environment 7-40
Configuring Cisco Unified CallManager: Adding the SIP Trunk and Route Pattern 7-41
Adding the SIP Trunk and Route Pattern in Cisco Unified CallManager Release 4.1 7-41
Adding the SIP Trunk and Route Pattern in Cisco Unified CallManager Release 5.x 7-43
Configuring Cisco Unified CallManager Express and Other Cisco IOS Software Voice-Enabled Routers: Adding the SIP Gateway and Dial Peer 7-46
Shutting Down or Enabling Voice over IP (VoIP) Service on the Cisco Gateway 7-47
Configuring SIP Server Support 7-48
Verifying SIP Gateway Status 7-49
Configuring SIP Support for Voice Dial Peers 7-49
Configuring Cisco SIP Proxy Server 7-51
Configuring Cisco SIP Proxy Server: Adding Cisco Unified MeetingPlace Express as a Subscriber 7-52
Configuring Cisco SIP Proxy Server: Configuring a Route 7-52
Configuring Cisco Unified MeetingPlace Express: Connecting to a Call-Control Device Through a SIP Trunk 7-54

Chapter 8
Configuring User Profiles and User Groups for Cisco Unified MeetingPlace Express 8-1
Information About User Groups 8-1
User Profiles Inherit User Group Configurations 8-1
About the Preconfigured System User Group 8-2
Recommendations for User Groups 8-2
Information About User Profiles 8-3
About the Benefits of User Profiles 8-4
About the Methods of Adding User Profiles 8-4
Automatically Creating User Profiles During Authentication (Recommended Method) 8-4
Manually Creating User Profiles 8-4
Importing User Profiles 8-5
Information About the Settings in User Groups and User Profiles 8-5
About First and Last Names 8-5
About Usernames and Passwords 8-6
About Phone Profile Numbers and Passwords 8-6
About the Types of Users 8-7
About End Users 8-7
About Delegates 8-8
About Attendants 8-9
## Importing Data into Cisco Unified MeetingPlace Express

### Restrictions for Importing Data
- Restrictions for Importing User Groups
- Restrictions for Importing User Profiles
- Restrictions for Importing Meetings

### Requirements for Import Files

### How To Import Data
- Setting Up an Import File
- Importing User Groups
- Deleting User Groups by Import
- Importing User Profiles
- Deleting User Profiles by Import
- Importing Meetings
- Canceling Meetings by Import
- Importing Cisco Conference Connection Meetings

### Examples of Import Files

## Running Reports and Exporting Data from Cisco Unified MeetingPlace Express

### Information About Reports and Exported Data
- About Report Destinations
- About Export Destinations
- About Report and Export Options

### How To Export Data
- Exporting Information to a File
- Exporting Information about User Profiles
- Exporting Information about User Groups
- Exporting Information about Meetings
- Exporting Information about Meeting Participants
- Exporting Information about When Participants Join and Leave Meetings
- Exporting Information about Scheduling Failures
- Running a Report about Meeting Cancellations
- Running a Report about Billing
- Running a Report about Port Utilization
- Running a Report about Disk Usage
- Displaying the E-Mail Notification Queue
- Monitoring Meetings in Session
- Exporting Information about Outgoing Calls
Running a Report about the Audio Mixer and Video Mixer 10-15

CHAPTER 11  Configuring Security Features for Cisco Unified MeetingPlace Express 11-1

Security Recommendations For Your System 11-1
About Toll Fraud Prevention Options 11-2
How to Secure Your System 11-2
  Configuring User Password Requirements 11-2
  Limiting the Number of Failed User Login Attempts 11-3
  Configuring Requirements for Meeting Passwords 11-4
  Restricting Access to Scheduled Meetings and Recordings 11-5
  Restricting the Use of Vanity Meeting IDs 11-6
  Restricting Third Parties from Starting Reservationless Meetings 11-7
  Restricting Dial-Out Privileges for Guest Users 11-7
  Restricting Dial-Out Privileges for Profiled Users 11-8

CHAPTER 12  Managing Certificates for Cisco Unified MeetingPlace Express 12-1

About Certificates 12-1
  Obtaining Certificates 12-2
  Enabling SSL 12-3
  Disabling SSL 12-5
  Displaying a Certificate 12-6
  Downloading a Certificate 12-6
  Replacing Expired Certificates 12-7

CHAPTER 13  Customizing the Cisco Unified MeetingPlace Express End-User Interfaces 13-1

About Voice Prompts 13-1
How To Customize End-User Interfaces 13-2
  Adding a Custom Graphic to the Cisco Unified MeetingPlace Express End-User Web Interface 13-2
  Deleting a Custom Graphic from the Cisco Unified MeetingPlace Express End-User Web Interface 13-3
  Customizing the End User’s Schedule Meeting Page 13-4
  Customizing the End User’s Edit Profile Page 13-4
  Showing or Hiding the “Download Outlook Plug-In” Link in the End-User Web Interface 13-5
  Customizing Voice Prompts 13-6
  Deleting Custom Voice Prompts 13-7

CHAPTER 14  Configuring E-Mail Notifications for Cisco Unified MeetingPlace Express 14-1

Restrictions for E-Mail Notifications 14-1
Requirements for E-Mail Notifications 14-2
Contents

Information About E-Mail Notification Templates and Language Property Files  14-2
E-Mail Notification Template Formats: HTML and Plain Text  14-2
E-Mail Notification Template Types  14-3
How the Mail System Works  14-4

How to Configure E-Mail Notifications  14-4
Configuring SMTP Servers  14-5
Configuring E-Mail Notification Settings for a User Group  14-5
Configuring E-Mail Notification Settings for a User Profile  14-7
Deleting E-Mail Notifications in the Queue  14-8
Editing Templates for E-Mail Notifications  14-8
Downloading a Language Property File  14-10
Uploading the Language Property File  14-11
Editing a Language Property File  14-12
Example of Modifying an E-Mail Notification Template and a Language Property File  14-13

CHAPTER 15
Maintaining the Cisco Unified MeetingPlace Express System  15-1
Information About SNMP  15-1
Requirements for SNMP  15-2
Displaying SNMP Community Strings  15-2
Adding an SNMP Community String  15-3
Editing an SNMP Community String  15-4
Deleting an SNMP Community String  15-5
Displaying SNMP Notification Destinations  15-5
Adding an SNMP Notification Destination  15-6
Editing an SNMP Notification Destination  15-7
Deleting an SNMP Notification Destination  15-8

Information About Backing Up and Restoring Data  15-8
About Backing Up the Database  15-9
About Cleaning Up the Database Backup Files  15-10
About Archiving the Database Backup Files and Other External Files  15-10
Requirements for the SSH/rsync Archiving Method  15-11
Restrictions for the FTP Archiving Method  15-11
Requirements for the FTP Archiving Method  15-11
About Archiving Recordings  15-11
About Restoring the Data  15-12
Configuring Backups  15-12
Sending E-Mail Blasts  15-13
About File Cleanup  15-13
Cleaning Up Voice Files  15-14
CHAPTER 16  Troubleshooting Cisco Unified MeetingPlace Express  16-1

Troubleshooting User Access Issues  16-1
User Cannot Get in to System  16-2
User Cannot Join a Meeting  16-2
User Cannot Receive “Find Me” Calls on a Non-Direct Dial Pager  16-3
The System Does Not Answer  16-3

Information About System Logs  16-3
Viewing the System Log  16-3
Viewing System Backup Logs  16-4
Viewing the System Information Capture Log  16-5

Information About Alarms  16-6
Viewing, Deleting, and Exporting Alarms  16-6

Information About System Status  16-7
Viewing System Status  16-7

About Password Recovery Options for the Admin Profile  16-8

APPENDIX A  Integrating Cisco Unified MeetingPlace Express With Cisco Unified Personal Communicator  A-1

Information About Web Meetings That Are Initiated From Cisco Unified Personal Communicator  A-1
About Joining Web Meetings That Are Initiated From Cisco Unified Personal Communicator  A-2
About Participant Privileges in Web Meetings That Are Initiated From Cisco Unified Personal Communicator  A-2
About Meeting Details for Web Meetings That Are Initiated From Cisco Unified Personal Communicator  A-3

How to Integrate With Cisco Unified Personal Communicator  A-4
Additional References for Integrating With Cisco Unified Personal Communicator  A-5

APPENDIX B  Integrating Cisco Unified MeetingPlace Express With Microsoft Outlook  B-1

Restrictions for Microsoft Outlook Integration  B-1
Information About Microsoft Outlook Integration  B-1
About User Profile Preferences for Notifications  B-2
About Client Installation  B-2
Requirements for Client Installation  B-3

How to Integrate with Microsoft Outlook  B-3
Configuring the Microsoft Outlook Exchange Server  B-4
Configuring the Cisco Unified MeetingPlace Express Connection to the Microsoft Exchange Server  B-4
Configuring Cisco Unified MeetingPlace Express User Profile Preferences for Notifications  B-5
Configuring the Client Installation File for the Cisco Unified MeetingPlace Express Extension for Microsoft Outlook  B-6
Installing the Cisco Unified MeetingPlace Express Extension for Microsoft Outlook Locally on the End-User PC  B-7
Installing the Cisco Unified MeetingPlace Express Extension for Microsoft Outlook By Using an Automated Distribution Tool  B-8
Uninstalling the Cisco Unified MeetingPlace Express Extension for Microsoft Outlook  B-9
Additional References for Integrating With Microsoft Outlook  B-10

APPENDIX C

Administration Center Page References for Cisco Unified MeetingPlace Express  C-1

About This Page: Ad Hoc Conferencing Configuration  C-3
  Fields on the Ad Hoc Conferencing Configuration Page  C-4
  Finding the Ad Hoc Conferencing Configuration Page  C-5
  Tasks Using the Ad Hoc Conferencing Configuration Page  C-5

About This Page: Add Logo  C-5
  Fields on the Add Logo Page  C-6
  Finding the Add Logo Page  C-6
  Tasks Using the Add Logo Page  C-6

About This Page: Add SNMP Community String  C-6
  Fields on the Add SNMP Community String Page  C-7
  Finding the Add SNMP Community String Page  C-7
  Tasks Using the Add SNMP Community String Page  C-8

About This Page: Add SNMP Notification Destination  C-8
  Fields on the Add SNMP Notification Destination Page  C-8
  Finding the Add SNMP Notification Destination Page  C-9
  Tasks Using the Add SNMP Notification Destination Page  C-9

About This Page: Add User Group  C-9
  Fields on the Add User Group Page  C-10
  Finding the Add User Group Page  C-15
  Tasks Using the Add User Group Page  C-15

About This Page: Add User Profile  C-16
  Fields on the Add User Profile Page  C-16
  Finding the Add User Profile Page  C-26
  Tasks Using the Add User Profile Page  C-26

About This Page: Alarms  C-26
  Fields on the Alarms Page  C-27
  Finding the Alarms Page  C-27
  Tasks Using the Alarms Page  C-27

About This Page: Audio Parameters  C-28
  Fields on the Audio Parameters Page  C-28
  Finding the Audio Parameters Page  C-29
<table>
<thead>
<tr>
<th>Contents</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tasks Using the Edit SNMP Community String Page</td>
<td>C-56</td>
</tr>
<tr>
<td>About This Page: Edit SNMP Notification Destination</td>
<td>C-57</td>
</tr>
<tr>
<td>Fields on the Edit SNMP Notification Destination Page</td>
<td>C-57</td>
</tr>
<tr>
<td>Finding the Edit SNMP Notification Destination Page</td>
<td>C-57</td>
</tr>
<tr>
<td>Tasks Using the Edit SNMP Notification Destination Page</td>
<td>C-58</td>
</tr>
<tr>
<td>About This Page: Edit User Groups Details</td>
<td>C-58</td>
</tr>
<tr>
<td>Fields on the Edit User Groups Details Page</td>
<td>C-58</td>
</tr>
<tr>
<td>Finding the Edit User Groups Details Page</td>
<td>C-58</td>
</tr>
<tr>
<td>Tasks Using the Edit User Groups Details Page</td>
<td>C-59</td>
</tr>
<tr>
<td>About This Page: Edit User Profiles Details</td>
<td>C-59</td>
</tr>
<tr>
<td>Fields on the Edit User Profiles Details Page</td>
<td>C-59</td>
</tr>
<tr>
<td>Finding the Edit User Profiles Details Page</td>
<td>C-59</td>
</tr>
<tr>
<td>Tasks Using the Edit User Profiles Details Page</td>
<td>C-60</td>
</tr>
<tr>
<td>About This Page: E-Mail Blast</td>
<td>C-60</td>
</tr>
<tr>
<td>Fields on the E-Mail Blast Page</td>
<td>C-60</td>
</tr>
<tr>
<td>Finding the E-Mail Blast Page</td>
<td>C-61</td>
</tr>
<tr>
<td>Tasks Using the E-Mail Blast Page</td>
<td>C-61</td>
</tr>
<tr>
<td>About This Page: E-Mail Notification Queue Status Report</td>
<td>C-61</td>
</tr>
<tr>
<td>Fields on the E-Mail Notification Queue Status Report Page</td>
<td>C-62</td>
</tr>
<tr>
<td>Finding the E-Mail Notification Queue Status Report Page</td>
<td>C-62</td>
</tr>
<tr>
<td>Tasks Using the E-Mail Notification Queue Status Report Page</td>
<td>C-62</td>
</tr>
<tr>
<td>About This Page: E-Mail Notification Template Configuration</td>
<td>C-63</td>
</tr>
<tr>
<td>About This Page: E-Mail Service Administration</td>
<td>C-63</td>
</tr>
<tr>
<td>About This Page: Enable SSL for the End-User Interface, Administration Center, and Web Conferencing</td>
<td>C-63</td>
</tr>
<tr>
<td>Fields on the Enable SSL for the End-User Interface, Administration Center, and Web Conferencing Page</td>
<td>C-64</td>
</tr>
<tr>
<td>Finding the Enable SSL for the End-User Interface, Administration Center, and Web Conferencing Page</td>
<td>C-65</td>
</tr>
<tr>
<td>Tasks Using the Enable SSL for the End-User Interface, Administration Center, and Web Conferencing Page</td>
<td>C-66</td>
</tr>
<tr>
<td>About This Page: Exchange Server Configuration</td>
<td>C-66</td>
</tr>
<tr>
<td>Fields on the Exchange Server Configuration Page</td>
<td>C-66</td>
</tr>
<tr>
<td>Finding the Exchange Server Configuration Page</td>
<td>C-67</td>
</tr>
<tr>
<td>Tasks Using the Exchange Server Configuration Page</td>
<td>C-67</td>
</tr>
<tr>
<td>About This Page: Export Data</td>
<td>C-68</td>
</tr>
<tr>
<td>About This Page: File Cleanup</td>
<td>C-68</td>
</tr>
<tr>
<td>Fields on the File Cleanup Page</td>
<td>C-68</td>
</tr>
<tr>
<td>Finding the File Cleanup Page</td>
<td>C-69</td>
</tr>
<tr>
<td>Task/About Page</td>
<td>Page</td>
</tr>
<tr>
<td>-----------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Tasks Using the File Cleanup Page</td>
<td>C-69</td>
</tr>
<tr>
<td>About This Page: Generate Certificate Signing Requests (CSRs)</td>
<td>C-69</td>
</tr>
<tr>
<td>Fields on the Generate Certificate Signing Requests (CSRs) Page</td>
<td>C-69</td>
</tr>
<tr>
<td>Finding the Generate Certificate Signing Requests (CSRs) Page</td>
<td>C-70</td>
</tr>
<tr>
<td>Tasks Using the Generate Certificate Signing Requests (CSRs) Page</td>
<td>C-70</td>
</tr>
<tr>
<td>About This Page: Group Information</td>
<td>C-70</td>
</tr>
<tr>
<td>Fields on the Group Information Page</td>
<td>C-70</td>
</tr>
<tr>
<td>Output Fields of the Group Information Page—Used for Importing User Groups</td>
<td>C-71</td>
</tr>
<tr>
<td>Finding the Group Information Page</td>
<td>C-74</td>
</tr>
<tr>
<td>Tasks Using the Group Information Page</td>
<td>C-75</td>
</tr>
<tr>
<td>About This Page: H.323 Configuration</td>
<td>C-75</td>
</tr>
<tr>
<td>Fields on the H.323 Configuration Page</td>
<td>C-75</td>
</tr>
<tr>
<td>Finding the H.323 Configuration Page</td>
<td>C-76</td>
</tr>
<tr>
<td>Tasks Using the H.323 Configuration Page</td>
<td>C-77</td>
</tr>
<tr>
<td>About This Page: Import Cisco Conference Connection Meetings</td>
<td>C-77</td>
</tr>
<tr>
<td>Fields on the Import Cisco Conference Connection Meetings Page</td>
<td>C-77</td>
</tr>
<tr>
<td>Finding the Import Cisco Conference Connection Meetings Page</td>
<td>C-78</td>
</tr>
<tr>
<td>Tasks Using the Import Cisco Conference Connection Meetings Page</td>
<td>C-78</td>
</tr>
<tr>
<td>About This Page: Import Group Profiles</td>
<td>C-79</td>
</tr>
<tr>
<td>Fields on the Import Group Profiles Page</td>
<td>C-79</td>
</tr>
<tr>
<td>Finding the Import Group Profiles Page</td>
<td>C-80</td>
</tr>
<tr>
<td>Tasks Using the Import Group Profiles Page</td>
<td>C-80</td>
</tr>
<tr>
<td>About This Page: Import</td>
<td>C-80</td>
</tr>
<tr>
<td>Fields on the Import Meetings Page</td>
<td>C-81</td>
</tr>
<tr>
<td>Finding the Import Meetings Page</td>
<td>C-81</td>
</tr>
<tr>
<td>Tasks Using the Import Meetings Page</td>
<td>C-82</td>
</tr>
<tr>
<td>About This Page: Import User Profiles</td>
<td>C-82</td>
</tr>
<tr>
<td>Fields on the Import User Profiles Page</td>
<td>C-82</td>
</tr>
<tr>
<td>Finding the Import User Profiles Page</td>
<td>C-83</td>
</tr>
<tr>
<td>Tasks Using the Import User Profiles Page</td>
<td>C-83</td>
</tr>
<tr>
<td>About This Page: In-Session Monitoring</td>
<td>C-83</td>
</tr>
<tr>
<td>Fields on the In-Session Monitoring Page</td>
<td>C-84</td>
</tr>
<tr>
<td>Display Options for the In-Session Monitoring Page</td>
<td>C-84</td>
</tr>
<tr>
<td>Finding the In-Session Monitoring Page</td>
<td>C-84</td>
</tr>
<tr>
<td>Tasks Using the In-Session Monitoring Page</td>
<td>C-85</td>
</tr>
<tr>
<td>About This Page: Install Licenses</td>
<td>C-85</td>
</tr>
<tr>
<td>Fields on the Install Licenses Page</td>
<td>C-85</td>
</tr>
<tr>
<td>Finding the Install Licenses Page</td>
<td>C-85</td>
</tr>
</tbody>
</table>
Preface

Revised: October 18, 2006, OL-11374-01

Purpose

This guide shows system administrators and attendants how to use the Administration Center to configure, operate, and maintain Cisco Unified MeetingPlace Express Release 1.2.

This guide applies to both of the following products:

- Cisco Unified MeetingPlace Express for scheduled and reservationless voice and web conferencing
- Cisco Unified MeetingPlace Express VT for ad hoc voice, video, and web conferencing

This guide does not describe how to install Cisco Unified MeetingPlace Express on your hardware server. Before you use this guide, complete the tasks in the Installation and Upgrade Guide for Cisco Unified MeetingPlace Express.

Audience

This guide is for Cisco Unified MeetingPlace Express system administrators and attendants. System administrators are responsible for installing, setting up, and maintaining Cisco Unified MeetingPlace Express. Attendants are typically the Cisco Unified MeetingPlace Express help desk staff that users connect to when they need help.

Note

If you log in to the system as an attendant, then only a subset of the Administration Center pages are available to you. See the “About Attendants” section on page 8-9.

This guide is not for end users or delegates who schedule or attend meetings in Cisco Unified MeetingPlace Express. For information that is not included in this guide, go to http://www.cisco.com/en/US/products/ps6533/products_documentation_roadmaps_list.html.
Organization

This manual is organized as follows:

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 1, “Getting Started in the Cisco Unified MeetingPlace Express Administration Center”</td>
<td>Describes how to log in to the Administration Center for the first time, how to perform basic system configurations, and where to find the latest updates to this documentation.</td>
</tr>
<tr>
<td>Chapter 2, “About System Administrator Responsibilities for Cisco Unified MeetingPlace Express”</td>
<td>Describes system administrator responsibilities.</td>
</tr>
<tr>
<td>Chapter 3, “Installing and Managing Licenses on the Cisco Unified MeetingPlace Express System”</td>
<td>Describes the various license types and how to install and manage them.</td>
</tr>
<tr>
<td>Chapter 4, “Configuring Basic Operation Parameters for Cisco Unified MeetingPlace Express”</td>
<td>Describes how to configure basic operation parameters.</td>
</tr>
<tr>
<td>Chapter 5, “Configuring Scheduled and Reservationless Meetings for Cisco Unified MeetingPlace Express”</td>
<td>Describes available meeting types and how to enable users to use those types of meetings.</td>
</tr>
<tr>
<td>Chapter 6, “Configuring Ad Hoc Conferencing for Cisco Unified MeetingPlace Express VT”</td>
<td>Describes how to configure ad hoc voice, video, and web conferencing.</td>
</tr>
<tr>
<td>Chapter 7, “Configuring Call-Control Integration for Cisco Unified MeetingPlace Express”</td>
<td>Describes how to integrate Cisco Unified MeetingPlace Express with call-control devices, such as Cisco Unified CallManager.</td>
</tr>
<tr>
<td>Chapter 8, “Configuring User Profiles and User Groups for Cisco Unified MeetingPlace Express”</td>
<td>Describes user groups and user profiles, which determine the privileges and meeting preferences for Cisco Unified MeetingPlace Express users.</td>
</tr>
<tr>
<td>Chapter 9, “Importing Data into Cisco Unified MeetingPlace Express”</td>
<td>Describes how to import data.</td>
</tr>
<tr>
<td>Chapter 10, “Running Reports and Exporting Data from Cisco Unified MeetingPlace Express”</td>
<td>Describes how to generate useful data about users and resource usage.</td>
</tr>
<tr>
<td>Chapter 11, “Configuring Security Features for Cisco Unified MeetingPlace Express”</td>
<td>Describes ways to increase the security of your Cisco Unified MeetingPlace Express system.</td>
</tr>
<tr>
<td>Chapter 12, “Managing Certificates for Cisco Unified MeetingPlace Express”</td>
<td>Describes how to manage certificates.</td>
</tr>
<tr>
<td>Chapter 13, “Customizing the Cisco Unified MeetingPlace Express End-User Interfaces”</td>
<td>Describes how to customize voice prompts and the end-user web interface.</td>
</tr>
<tr>
<td>Chapter 14, “Configuring E-Mail Notifications for Cisco Unified MeetingPlace Express”</td>
<td>Describes how to configure e-mail notifications.</td>
</tr>
<tr>
<td>Chapter 15, “Maintaining the Cisco Unified MeetingPlace Express System”</td>
<td>Describes various maintenance tasks.</td>
</tr>
<tr>
<td>Chapter 16, “Troubleshooting Cisco Unified MeetingPlace Express”</td>
<td>Provides information that may be useful if you encounter problems while using the Administration Center.</td>
</tr>
<tr>
<td>Appendix A, “Integrating Cisco Unified MeetingPlace Express With Cisco Unified Personal Communicator”</td>
<td>Describes how to integrate Cisco Unified MeetingPlace Express with Cisco Unified Personal Communicator.</td>
</tr>
</tbody>
</table>
Preface

Document Conventions

This document uses the following conventions:

<table>
<thead>
<tr>
<th>Convention</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>boldface</strong> font</td>
<td>Commands and keywords are in <strong>boldface</strong>.</td>
</tr>
<tr>
<td>italic font</td>
<td>Arguments for which you supply values are in <em>italics</em>.</td>
</tr>
<tr>
<td>[ ]</td>
<td>Elements in square brackets are optional.</td>
</tr>
<tr>
<td>{ x</td>
<td>y</td>
</tr>
<tr>
<td>[ x</td>
<td>y</td>
</tr>
<tr>
<td><strong>string</strong></td>
<td>A nonquoted set of characters. Do not use quotation marks around the string or the string will include the quotation marks.</td>
</tr>
<tr>
<td><strong>screen</strong> font</td>
<td>Terminal sessions and information the system displays are in <strong>screen</strong> font.</td>
</tr>
<tr>
<td><strong>boldface</strong> <strong>screen</strong> font</td>
<td>Information you must enter is in <strong>boldface</strong> <strong>screen</strong> font.</td>
</tr>
<tr>
<td>italic <strong>screen</strong> font</td>
<td>Arguments for which you supply values are in italic <strong>screen</strong> font.</td>
</tr>
<tr>
<td>^</td>
<td>The symbol ^ represents the key labeled Control—for example, the key combination ^D in a screen display means hold down the Control key while you press the D key.</td>
</tr>
<tr>
<td>&lt; &gt;</td>
<td>Nonprinting characters, such as passwords are in angle brackets.</td>
</tr>
</tbody>
</table>

Obtaining Documentation

Cisco documentation and additional literature are available on Cisco.com. This section explains the product documentation resources that Cisco offers.

Cisco.com

You can access the most current Cisco documentation at this URL:
http://www.cisco.com/techsupport

You can access the Cisco website at this URL:
http://www.cisco.com

You can access international Cisco websites at this URL:
Product Documentation DVD

The Product Documentation DVD is a library of technical product documentation on a portable medium. The DVD enables you to access installation, configuration, and command guides for Cisco hardware and software products. With the DVD, you have access to the HTML documentation and some of the PDF files found on the Cisco website at this URL:

http://www.cisco.com/univercd/home/home.htm

The Product Documentation DVD is created and released regularly. DVDs are available singly or by subscription. Registered Cisco.com users can order a Product Documentation DVD (product number DOC-DOCDVD= or DOC-DOCDVD=SUB) from Cisco Marketplace at the Product Documentation Store at this URL:

http://www.cisco.com/go/marketplace/docstore

Ordering Documentation

You must be a registered Cisco.com user to access Cisco Marketplace. Registered users may order Cisco documentation at the Product Documentation Store at this URL:

http://www.cisco.com/go/marketplace/docstore

If you do not have a user ID or password, you can register at this URL:


Documentation Feedback

You can provide feedback about Cisco technical documentation on the Cisco Technical Support & Documentation site area by entering your comments in the feedback form available in every online document.

Cisco Product Security Overview

Cisco provides a free online Security Vulnerability Policy portal at this URL:


From this site, you will find information about how to do the following:

- Report security vulnerabilities in Cisco products
- Obtain assistance with security incidents that involve Cisco products
- Register to receive security information from Cisco

A current list of security advisories, security notices, and security responses for Cisco products is available at this URL:

http://www.cisco.com/go/psirt

To see security advisories, security notices, and security responses as they are updated in real time, you can subscribe to the Product Security Incident Response Team Really Simple Syndication (PSIRT RSS) feed. Information about how to subscribe to the PSIRT RSS feed is found at this URL:

Reporting Security Problems in Cisco Products

Cisco is committed to delivering secure products. We test our products internally before we release them, and we strive to correct all vulnerabilities quickly. If you think that you have identified a vulnerability in a Cisco product, contact PSIRT:

- For emergencies only — security-alert@cisco.com
  
  An emergency is either a condition in which a system is under active attack or a condition for which a severe and urgent security vulnerability should be reported. All other conditions are considered nonemergencies.

- For nonemergencies — psirt@cisco.com

In an emergency, you can also reach PSIRT by telephone:

- 1 877 228-7302
- 1 408 525-6532

We encourage you to use Pretty Good Privacy (PGP) or a compatible product (for example, GnuPG) to encrypt any sensitive information that you send to Cisco. PSIRT can work with information that has been encrypted with PGP versions 2.x through 9.x.

Never use a revoked encryption key or an expired encryption key. The correct public key to use in your correspondence with PSIRT is the one linked in the Contact Summary section of the Security Vulnerability Policy page at this URL:


The link on this page has the current PGP key ID in use.

If you do not have or use PGP, contact PSIRT to find other means of encrypting the data before sending any sensitive material.

Product Alerts and Field Notices

Modifications to or updates about Cisco products are announced in Cisco Product Alerts and Cisco Field Notices. You can receive Cisco Product Alerts and Cisco Field Notices by using the Product Alert Tool on Cisco.com. This tool enables you to create a profile and choose those products for which you want to receive information.

To access the Product Alert Tool, you must be a registered Cisco.com user. (To register as a Cisco.com user, go to this URL: http://tools.cisco.com/RPF/register/register.do) Registered users can access the tool at this URL: http://tools.cisco.com/Support/PAT/do/ViewMyProfiles.do?local=en
Obtaining Technical Assistance

Cisco Technical Support provides 24-hour-a-day award-winning technical assistance. The Cisco Technical Support & Documentation website on Cisco.com features extensive online support resources. In addition, if you have a valid Cisco service contract, Cisco Technical Assistance Center (TAC) engineers provide telephone support. If you do not have a valid Cisco service contract, contact your reseller.

Cisco Technical Support & Documentation Website

The Cisco Technical Support & Documentation website provides online documents and tools for troubleshooting and resolving technical issues with Cisco products and technologies. The website is available 24 hours a day at this URL:

http://www.cisco.com/techsupport

Access to all tools on the Cisco Technical Support & Documentation website requires a Cisco.com user ID and password. If you have a valid service contract but do not have a user ID or password, you can register at this URL:


Note

Use the Cisco Product Identification Tool to locate your product serial number before submitting a request for service online or by phone. You can access this tool from the Cisco Technical Support & Documentation website by clicking the Tools & Resources link, clicking the All Tools (A-Z) tab, and then choosing Cisco Product Identification Tool from the alphabetical list. This tool offers three search options: by product ID or model name; by tree view; or, for certain products, by copying and pasting show command output. Search results show an illustration of your product with the serial number label location highlighted. Locate the serial number label on your product and record the information before placing a service call.

Tip

Displaying and Searching on Cisco.com

If you suspect that the browser is not refreshing a web page, force the browser to update the web page by holding down the Ctrl key while pressing F5.

To find technical information, narrow your search to look in technical documentation, not the entire Cisco.com website. On the Cisco.com home page, click the Advanced Search link under the Search box and then click the Technical Support & Documentation radio button.

To provide feedback about the Cisco.com website or a particular technical document, click Contacts & Feedback at the top of any Cisco.com web page.
Submitting a Service Request

Using the online TAC Service Request Tool is the fastest way to open S3 and S4 service requests. (S3 and S4 service requests are those in which your network is minimally impaired or for which you require product information.) After you describe your situation, the TAC Service Request Tool provides recommended solutions. If your issue is not resolved using the recommended resources, your service request is assigned to a Cisco engineer. The TAC Service Request Tool is located at this URL:

http://www.cisco.com/techsupport/servicerequest

For S1 or S2 service requests, or if you do not have Internet access, contact the Cisco TAC by telephone. (S1 or S2 service requests are those in which your production network is down or severely degraded.) Cisco engineers are assigned immediately to S1 and S2 service requests to help keep your business operations running smoothly.

To open a service request by telephone, use one of the following numbers:

Asia-Pacific: +61 2 8446 7411
Australia: 1 800 805 227
EMEA: +32 2 704 55 55
USA: 1 800 553 2447

For a complete list of Cisco TAC contacts, go to this URL:

http://www.cisco.com/techsupport/contacts

Definitions of Service Request Severity

To ensure that all service requests are reported in a standard format, Cisco has established severity definitions.

Severity 1 (S1)—An existing network is “down” or there is a critical impact to your business operations. You and Cisco will commit all necessary resources around the clock to resolve the situation.

Severity 2 (S2)—Operation of an existing network is severely degraded, or significant aspects of your business operations are negatively affected by inadequate performance of Cisco products. You and Cisco will commit full-time resources during normal business hours to resolve the situation.

Severity 3 (S3)—Operational performance of the network is impaired while most business operations remain functional. You and Cisco will commit resources during normal business hours to restore service to satisfactory levels.

Severity 4 (S4)—You require information or assistance with Cisco product capabilities, installation, or configuration. There is little or no effect on your business operations.

Obtaining Additional Publications and Information

Information about Cisco products, technologies, and network solutions is available from various online and printed sources.

- The Cisco Online Subscription Center is the website where you can sign up for a variety of Cisco e-mail newsletters and other communications. Create a profile and then select the subscriptions that you would like to receive. To visit the Cisco Online Subscription Center, go to this URL:

  http://www.cisco.com/offer/subscribe
Obtaining Additional Publications and Information

- The *Cisco Product Quick Reference Guide* is a handy, compact reference tool that includes brief product overviews, key features, sample part numbers, and abbreviated technical specifications for many Cisco products that are sold through channel partners. It is updated twice a year and includes the latest Cisco channel product offerings. To order and find out more about the *Cisco Product Quick Reference Guide*, go to this URL:
  
  http://www.cisco.com/go/guide

- Cisco Marketplace provides a variety of Cisco books, reference guides, documentation, and logo merchandise. Visit Cisco Marketplace, the company store, at this URL:
  
  http://www.cisco.com/go/marketplace/

- Cisco Press publishes a wide range of general networking, training, and certification titles. Both new and experienced users will benefit from these publications. For current Cisco Press titles and other information, go to Cisco Press at this URL:
  
  http://www.ciscopress.com

- *Internet Protocol Journal* is a quarterly journal published by Cisco Systems for engineering professionals involved in designing, developing, and operating public and private internets and intranets. You can access the *Internet Protocol Journal* at this URL:
  
  http://www.cisco.com/ipj

- Networking products offered by Cisco Systems, as well as customer support services, can be obtained at this URL:
  

- Networking Professionals Connection is an interactive website where networking professionals share questions, suggestions, and information about networking products and technologies with Cisco experts and other networking professionals. Join a discussion at this URL:
  
  http://www.cisco.com/discuss/networking

- “What’s New in Cisco Documentation” is an online publication that provides information about the latest documentation releases for Cisco products. Updated monthly, this online publication is organized by product category to direct you quickly to the documentation for your products. You can view the latest release of “What’s New in Cisco Documentation” at this URL:
  
  http://www.cisco.com/univercd/cc/td/doc/abtunicd/136957.htm

- World-class networking training is available from Cisco. You can view current offerings at this URL:
  
Getting Started in the Cisco Unified MeetingPlace Express Administration Center

Revised: October 18, 2006, OL-11374-01

Topics in this section include:

- Prerequisite for Accessing the Administration Center, page 1-1
- Logging In For the First Time, page 1-2
- Changing the Passwords for the Admin Profile, page 1-2
- Setting Up Your System for Scheduled and Reservationless Meetings—Cisco Unified MeetingPlace Express, page 1-3
- Setting Up Your System for Ad Hoc Conferencing—Cisco Unified MeetingPlace Express VT, page 1-6
- Finding the Latest Updates to This Documentation, page 1-8

The content in this chapter applies to both of the following products:

- Cisco Unified MeetingPlace Express for scheduled and reservationless voice and web conferencing
- Cisco Unified MeetingPlace Express VT for ad hoc voice, video, and web conferencing

Prerequisite for Accessing the Administration Center

To access the Cisco Unified MeetingPlace Express Administration Center, you must have a Cisco Unified MeetingPlace Express user profile where the Type of user is set to System Mgr or Attendant.

Note

If you log in to the system as an attendant, then only a subset of the Administration Center pages are available to you. See the “About Attendants” section on page 8-9.

Related Topics

- Logging In For the First Time, page 1-2
- Getting Started in the Cisco Unified MeetingPlace Express Administration Center, page 1-1
Logging In For the First Time

This topic describes how to log in to the Cisco Unified MeetingPlace Express Administration Center for the first time. As the system administrator, you log in to a new, default system using the preconfigured Admin profile.

Procedure

Step 1: Point your web browser to the URL for your Cisco Unified MeetingPlace Express server.
Step 2: Click Log In.
Step 3: Enter the username admin.
Step 4: Enter the password cisco. Note that the password field is case-sensitive.
Step 5: Click the Log In button.
Step 6: Click Administration.
Step 7: To prevent unauthorized access to the Administration Center, proceed to the “Changing the Passwords for the Admin Profile” section on page 1-2.

Related Topics
- Getting Started in the Cisco Unified MeetingPlace Express Administration Center, page 1-1

Changing the Passwords for the Admin Profile

This topic describes how to change the passwords for the preconfigured Admin profile. We recommend that you perform this task to prevent unauthorized access to your system.

The default passwords for the Admin profile are as follows:
- User password—cisco—Used to log in from a workstation.
- Profile Password—24726—Used to authenticate from a touch-tone phone.

Before You Begin
If you do not know how to log in, then see the “Logging In For the First Time” section on page 1-2.

Procedure

Step 1: Log in to Cisco Unified MeetingPlace Express.
Step 2: Click Administration at the top of the page.
Step 3: On the left side of the page:
   a. Click User Configuration.
   b. Click User Profile Management.
Step 4: Enter admin in the search field.
Step 5: Click the Search button.
Step 6: Click Edit in the same row as the Admin profile.
Step 7 Configure the following fields:

- User password
- User Password Confirm
- Profile Password
- Profile Password Confirm

Step 8 Click Save.

Related Topics
- Logging In For the First Time, page 1-2
- About the Admin Profile, page 8-21
- About Password Recovery Options for the Admin Profile, page 16-8
- Information About User Profiles, page 8-3
- About This Page: Add User Profile, page C-16
- Configuring User Password Requirements, page 11-2
- Configuring Security Features for Cisco Unified MeetingPlace Express, page 11-1

Setting Up Your System for Scheduled and Reservationless Meetings—Cisco Unified MeetingPlace Express

This topic lists the high-level tasks that are required to set up a basic configuration for scheduled and reservationless meetings. This topic applies in the following cases:

- You have a Cisco Unified MeetingPlace Express system.
- You have a Cisco Unified MeetingPlace Express VT system but want to experiment with the scheduled and reservationless meeting features. Note that license and port restrictions apply.

**Note**
If you instead want to set up your system for ad hoc conferencing, see the “Setting Up Your System for Ad Hoc Conferencing—Cisco Unified MeetingPlace Express VT” section on page 1-6.

**Before You Begin**
- Install and test Cisco Unified MeetingPlace Express. Instructions are provided in the Installation and Upgrade Guide for Cisco Unified MeetingPlace Express.
- If you are not sure what scheduled and reservationless meetings are, see the following sections:
  - Information About Reservationless Meetings, page 5-6
  - Information About Scheduled Meetings, page 5-2
## Procedure

<table>
<thead>
<tr>
<th>High-Level Task</th>
<th>Where to Find Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Log in to the Administration Center.</td>
</tr>
<tr>
<td>Step 2</td>
<td>Change the default passwords for the Admin profile.</td>
</tr>
<tr>
<td>Step 3</td>
<td>Install the systemsoftware license and other purchased licenses.</td>
</tr>
<tr>
<td>Step 4</td>
<td>Configure the floater ports and overbook ports.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Step 5</td>
<td>(Optional) Configure the following fields in the System user group:</td>
</tr>
<tr>
<td></td>
<td>• Can call out of meetings—Select Yes to enable Cisco Unified MeetingPlace Express to dial out to users.</td>
</tr>
<tr>
<td></td>
<td>• Publish meeting—Default is No. Select Yes if you want meetings to appear by default on the Find Meeting end-user page. Meeting schedulers may choose whether or not to publish each meeting.</td>
</tr>
<tr>
<td>Step 6</td>
<td>Add user profiles.</td>
</tr>
<tr>
<td></td>
<td>or At minimum, manually add a test user profile with a valid E-mail address whose messages you can access.</td>
</tr>
<tr>
<td>Step 7</td>
<td>Connect to an external SMTP server for e-mail notifications.</td>
</tr>
<tr>
<td>Step 8</td>
<td>(Optional) Specify whether or not to allow guest users to dial out from Cisco Unified MeetingPlace Express.</td>
</tr>
<tr>
<td>Step 9</td>
<td>Configure the access phone numbers that users can call to attend meetings.</td>
</tr>
<tr>
<td>Step 10</td>
<td>Integrate Cisco Unified MeetingPlace Express with a call-control device.</td>
</tr>
<tr>
<td>Step 11</td>
<td>(Optional) If you use Cisco Unified CallManager, then you can set up user authentication by an external directory.</td>
</tr>
<tr>
<td>Step 12</td>
<td>Verify this basic configuration.</td>
</tr>
</tbody>
</table>

### Related Topics
- Getting Started in the Cisco Unified MeetingPlace Express Administration Center, page 1-1
- Configuring Scheduled and Reservationless Meetings for Cisco Unified MeetingPlace Express, page 5-1
Testing Your System Setup for Scheduled and Reservationless Meetings

This topic describes how to verify a basic system configuration for scheduled and reservationless meetings. For detailed instructions for any of these steps, see the User Guide for Cisco Unified MeetingPlace Express.

Before You Begin
Complete the steps in the “Setting Up Your System for Scheduled and Reservationless Meetings—Cisco Unified MeetingPlace Express” section on page 1-3.

Procedure

**Step 1**
Log in using one of the following options:

a. Enter the username and password from a user profile that you created through the Administration Center.

b. If you enabled user authentication by an external directory, then verify that you can log in with a username and password from that external directory.

**Note**
To test that e-mail notifications work, the user profile must include a valid e-mail address whose messages you can access.

**Step 2**
Complete one of the following steps:

a. Click **Start Reservationless**, and initiate a reservationless meeting.

b. Click **Schedule**, and schedule a test meeting using these parameters:
   – Time—5 minutes in the future
   – Duration—30 minutes
   – Number of participants—2

**Step 3**
(For scheduled meetings only) Verify that the user receives an e-mail notification about the test meeting.

**Step 4**
Verify that you can join and record the voice meeting:

a. Call one of the access phone numbers.

b. Enter the test meeting ID, and join the meeting.

c. Press #61 to start recording the meeting.

d. (Optional) From other phones, call into the same test meeting.

**Step 5**
Verify the dial-out feature and that you can join the web meeting from the web interface:

a. From a web browser, go to the URL for your Cisco Unified MeetingPlace Express server.

b. Click **Attend**.

c. Enter the meeting ID of the test meeting and click **Go**.

d. Check these check boxes:
   – Call me at—Enter your phone number using the same format that you would use to dial the phone number from an office phone.
   – Enter web meeting room

e. Click **Join Meeting**.
f. Verify that the following occur:
   – The system calls you and connects you to the voice meeting.
   – The web meeting room appears.

Step 6 Close the web browser and hang up all phones.

Step 7 Wait 15 minutes.

Step 8 Verify that you can access the meeting recording:
   a. From a web browser, go to the URL for your Cisco Unified MeetingPlace Express server.
   b. Use the Find page to search for the test meeting.
   c. Click the link to the meeting recording, and listen to the meeting.

Troubleshooting Tips

• If the web meeting room fails to appear, then make sure that you disable pop-up blockers on your computer or web browser.

• If you do not receive a call:
  – A pop-up message may appear with information about why the dialed-out call failed.
  – Make sure that the phone line is not in use when the system tries to call you.
  – Make sure that the phone number you enter uses the same format that you would use to dial the phone number from an office phone. For example, if you only need to dial the last 4 digits to reach other office phones, then enter only 4 digits for an office phone. Similarly, if you enter your personal cell phone number, then you might need to include a 9 and the complete telephone number with area code.

• For additional troubleshooting help, see the following:
  – Troubleshooting Cisco Unified MeetingPlace Express, page 16-1
  – Troubleshooting Guide for Cisco Unified MeetingPlace Express

Related Topics

• Setting Up Your System for Scheduled and Reservationless Meetings—Cisco Unified MeetingPlace Express, page 1-3
• Getting Started in the Cisco Unified MeetingPlace Express Administration Center, page 1-1

Setting Up Your System for Ad Hoc Conferencing—Cisco Unified MeetingPlace Express VT

This topic describes the high-level tasks that are required to set up your system for ad hoc conferencing. This topic applies in the following cases:

• You have a Cisco Unified MeetingPlace Express VT system.
• You have a Cisco Unified MeetingPlace Express system but want to experiment with the ad hoc voice, video, and web conferencing features. Note that license and port restrictions apply.
### Setting Up Your System for Ad Hoc Conferencing—Cisco Unified MeetingPlace Express VT

**Note**

If you instead want to set up your system for scheduled and reservationless meetings, see the “Setting Up Your System for Scheduled and Reservationless Meetings—Cisco Unified MeetingPlace Express” section on page 1-3.

---

**Before You Begin**

- If you want to use your system primarily for ad hoc conferencing, then purchase the Cisco Unified MeetingPlace Express VT product offering.
- Install Cisco Unified MeetingPlace Express application and test the installation. Instructions are provided in the *Installation and Upgrade Guide for Cisco Unified MeetingPlace Express*.
- If you are not sure what ad hoc conferencing is, see the “Information About Ad Hoc Conferencing” section on page 6-2.

**Procedure**

<table>
<thead>
<tr>
<th>Step</th>
<th>High-Level Task</th>
<th>Where to Find Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Log in to the Administration Center.</td>
<td>Logging In For the First Time, page 1-2</td>
</tr>
<tr>
<td>Step 2</td>
<td>Change the default passwords for the Admin profile.</td>
<td>Changing the Passwords for the Admin Profile, page 1-2</td>
</tr>
<tr>
<td>Step 3</td>
<td>Install the adhocsystemsoftware license and other purchased licenses. (Required to support more than six ad hoc conferencing ports)</td>
<td>How To Install and Manage Licenses, page 3-5</td>
</tr>
<tr>
<td>Step 4</td>
<td>Configure Cisco Unified CallManager as the call-control device for Cisco Unified MeetingPlace Express.</td>
<td>Information About Integration With Cisco Unified CallManager, page 7-1</td>
</tr>
<tr>
<td>Step 5</td>
<td>Configure Cisco Unified MeetingPlace Express for ad hoc conferencing.</td>
<td>Configuring Cisco Unified MeetingPlace Express for Ad Hoc Conferencing, page 6-7</td>
</tr>
<tr>
<td>Step 6</td>
<td>Configure Cisco Unified CallManager to add Cisco Unified MeetingPlace Express as a Cisco video conference bridge.</td>
<td>Configuring Cisco Unified CallManager to Use Cisco Unified MeetingPlace Express as a Conference Bridge, page 6-8</td>
</tr>
<tr>
<td>Step 7</td>
<td>(Optional) Integrate Cisco Unified MeetingPlace Express with Cisco Unified Personal Communicator.</td>
<td>How to Integrate With Cisco Unified Personal Communicator, page A-4</td>
</tr>
</tbody>
</table>
| Step 8 | (Optional) Test that one or more of the following types of ad hoc conferences works with your system setup:  
- Cisco Unified Personal Communicator voice, video, and web conversations  
- Cisco Unified CallManager ad hoc conferences  
- Cisco Unified CallManager meet-me conferences | See the documentation for the relevant endpoint products and versions, for example:  
- Cisco Unified Personal Communicator documentation  
- Cisco Unified IP Phone documentation  
- Cisco IP Communicator documentation  
- Cisco Unified Video Advantage documentation |
Troubleshooting Tips

- For troubleshooting information, see the Troubleshooting Guide for Cisco Unified MeetingPlace Express.
- For help using the voice and video endpoints, refer to the documentation for your specific products, as listed in Step 8.

Related Topics

- Getting Started in the Cisco Unified MeetingPlace Express Administration Center, page 1-1
- Information About Ad Hoc Conferencing, page 6-2

Finding the Latest Updates to This Documentation

The content in this guide is published both on Cisco.com and as online help for the Cisco Unified MeetingPlace Express Administration Center.

To see the latest PDF and HTML versions of this document, go to http://www.cisco.com/en/US/products/ps6533/prod_maintenance_guides_list.html.

This document is called the Configuration and Maintenance Guide for Cisco Unified MeetingPlace Express Release 1.2.

Additional information or corrections to this document may be included in the “Documentation Updates” section of the Cisco Unified MeetingPlace Express release notes at http://www.cisco.com/en/US/products/ps6533/prod_release_notes_list.html.


Related Topics

- Getting Started in the Cisco Unified MeetingPlace Express Administration Center, page 1-1
About System Administrator Responsibilities for Cisco Unified MeetingPlace Express

Revised: October 18, 2006, OL-11374-01

As the system administrator, you use the Administration Center to configure, operate, and maintain Cisco Unified MeetingPlace Express. Topics in this section include:

- About Internal Support Strategies, page 2-1
- About Capacity Management and Resource Usage, page 2-2
- About Quality of Service Requirements, page 2-2
- About Common Administrative Tasks, page 2-3

The content in this chapter applies to both of the following products:

- Cisco Unified MeetingPlace Express for scheduled and reservationless voice and web conferencing
- Cisco Unified MeetingPlace Express VT for ad hoc voice, video, and web conferencing

About Internal Support Strategies

As a system administrator, you are responsible for planning and implementing the following levels of support in your organization:

- **Decentralized, departmental support.** Delegates help a subset of the end-user community with scheduling, rescheduling, and monitoring meetings. Delegates are often administrative assistants.

- **Company-wide support.** Attendants help the entire end-user community with scheduling, rescheduling, and monitoring meetings. Attendants are typically the personnel that users connect to by pressing zero when they need help during a meeting. Attendants are often the Cisco Unified MeetingPlace Express help desk staff in the company.

- **Help desk support.** Consider training help desk employees to resolve system-administrator-level problems when you are not available.

When Cisco Unified MeetingPlace Express encounters serious problems, you can configure the system to notify you. A critical part of your internal support strategy requires you to define a set of procedures for handling alarm conditions.

**Related Topics**

- Configuring Major Alarm Calls, page 4-5
- About Common Administrative Tasks, page 2-3
About Capacity Management and Resource Usage

Tracking resource usage on the system is important for several reasons:

- Ensures that you have enough capacity for current usage
- Enables you to bill the appropriate departments in your company for usage
- Helps monitor and prevent toll-fraud occurrences

You use reports to track resource usage on Cisco Unified MeetingPlace Express. You can also export database tables in a raw format for analysis or reporting in other applications. To help you control resource usage, you can limit meeting scheduling, recording, and dial-out privileges for user groups or individual user profiles.

Related Topics

- Running Reports and Exporting Data from Cisco Unified MeetingPlace Express, page 10-1
- Configuring System-Wide Parameters for Scheduled and Reservationless Meetings, page 5-13
- Modifying User Groups, page 8-27
- Modifying User Profiles, page 8-31
- About Dial-Out Features and Voice Prompt Languages, page 8-11

About Quality of Service Requirements

You must enable Quality of Service (QoS) in your network to minimize IP packet loss, packet delay, and delay variation (or jitter) of voice packets. In particular, you must enable Differentiated Services Code Point (DSCP), also called DiffServ, which is the QoS mechanism supported by Cisco Unified MeetingPlace Express.

For more information about enabling QoS and DSCP in a network, see the “Network Infrastructure” chapter of the *Cisco IP Telephony Solution Reference Network Design (SRND) for Cisco Unified CallManager 4.0 and 4.1*.

Related Topics

- About This Page: Audio Parameters, page C-28
About Common Administrative Tasks

Table 2-1 summarizes typical system administrator tasks and the frequency and regularity with which you should perform them.

Table 2-1  System Administrator's Schedule

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Once (installation)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Coordinate a strategy for adding user profiles.</td>
</tr>
<tr>
<td></td>
<td>• Train employees who have end-user support responsibilities.</td>
</tr>
<tr>
<td></td>
<td>• Define processes for handling Cisco Unified MeetingPlace Express alarms.</td>
</tr>
<tr>
<td></td>
<td>• Determine system usage and capacity requirements.</td>
</tr>
<tr>
<td></td>
<td>• Configure the appropriate security features.</td>
</tr>
<tr>
<td>Weekly</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• When new people or teams join your company:</td>
</tr>
<tr>
<td></td>
<td>– Add new user profiles and user groups to the directory used for authentication, whether it is the local Cisco Unified MeetingPlace Express database or an external directory such as Cisco Unified CallManager.</td>
</tr>
<tr>
<td></td>
<td>– Distribute Cisco Unified MeetingPlace Express end-user documentation.</td>
</tr>
<tr>
<td></td>
<td>• When people leave your company, deactivate or delete their user profiles or user groups from Cisco Unified MeetingPlace Express.</td>
</tr>
<tr>
<td></td>
<td>• Review alarm activity for the past week.</td>
</tr>
<tr>
<td></td>
<td>• Print or save the list of next week’s meetings.</td>
</tr>
<tr>
<td></td>
<td>• Run a system backup.</td>
</tr>
<tr>
<td>Monthly</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Run reports to monitor resource usage and end-user activity, to gather billing information, and to watch for toll fraud.</td>
</tr>
<tr>
<td></td>
<td>• Perform internal billing tasks.</td>
</tr>
<tr>
<td>As needed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Respond to alarm conditions.</td>
</tr>
<tr>
<td></td>
<td>• Coordinate planned outages (such as relocations and software upgrades).</td>
</tr>
<tr>
<td></td>
<td>• Act as the contact to Cisco Technical Assistance Center (TAC) or Cisco Network Consulting Engineering (NCE).</td>
</tr>
</tbody>
</table>


Related Topics

- About Internal Support Strategies, page 2-1
- About Capacity Management and Resource Usage, page 2-2
- Security Recommendations For Your System, page 11-1
Installing and Managing Licenses on the Cisco Unified MeetingPlace Express System

Revised: October 18, 2006, OL-11374-01

Topics in this section include:

- Restrictions for Licenses, page 3-1
- About Licenses, page 3-2
- How To Install and Manage Licenses, page 3-5

The content in this chapter applies to both of the following products:

- Cisco Unified MeetingPlace Express for scheduled and reservationless voice and web conferencing
- Cisco Unified MeetingPlace Express VT for ad hoc voice, video, and web conferencing

Restrictions for Licenses

You cannot install both the adhocsystemsoftware and systemsoftware licenses on the same system. For example, suppose that you install the adhocsystemsoftware license your system. If you then want to install a new license file that includes the systemsoftware license, then you must select the Upload new license file installation option, which deletes all previously installed licenses before installing the new license file.

This restriction means that you can use your system for either ad hoc conferencing or for scheduled and reservationless meetings. Nevertheless, your system comes with limited default ports that you may use to experiment with unlicensed features.

Related Topics

- About Licenses, page 3-2
- Information About Ad Hoc Conferencing, page 6-2
- Information About Scheduled Meetings, page 5-2
- Information About Reservationless Meetings, page 5-6
About Licenses

Licenses enable specific features and capabilities on the system. You purchase license SKUs with your Cisco Unified MeetingPlace Express order and install the license file for that order to enable the features and capabilities that you purchased. You may also upgrade your system by purchasing and installing additional licenses.

Table 3-1 lists which licenses apply to Cisco Unified MeetingPlace Express and Cisco Unified MeetingPlace Express VT.

**Table 3-1  License Applicability**

<table>
<thead>
<tr>
<th>Cisco Unified MeetingPlace Express Licenses</th>
<th>Cisco Unified MeetingPlace Express VT Licenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>• exchange</td>
<td>• adhocsystemsoftware</td>
</tr>
<tr>
<td>• languages</td>
<td>• maxad hoc</td>
</tr>
<tr>
<td>• maxvoice</td>
<td>• stdvideoconf</td>
</tr>
<tr>
<td>• maxweb</td>
<td>• webconf</td>
</tr>
<tr>
<td>• systemsoftware</td>
<td></td>
</tr>
<tr>
<td>• voiceconf</td>
<td></td>
</tr>
<tr>
<td>• webconf</td>
<td></td>
</tr>
</tbody>
</table>

**Table 3-2  Licenses for Cisco Unified MeetingPlace Express**

<table>
<thead>
<tr>
<th>License</th>
<th>Description</th>
</tr>
</thead>
</table>
| adhocsystemsoftware | The adhocsystemsoftware license enables the system to use the stdvideoconf, webconf, and maxad hoc licenses for ad hoc conferencing.  
                   | If you do not install the adhocsystemsoftware license, then the system can use only the default six voice ports, six video ports, and six web ports for ad hoc conferencing. The default six web ports expire 60 days after system installation, unless you install a webconf license to make them permanent.  
                   | Restriction: You cannot install both the systemsoftware and adhocsystemsoftware licenses on the same server. For details, see the “Restrictions for Licenses” section on page 3-1. |
| exchange          | The exchange license enables you to integrate your Cisco Unified MeetingPlace Express system with a Microsoft Exchange Server. Doing so allows your users to schedule and manage meetings from the Microsoft Outlook Calendar and send and receive Microsoft Outlook Calendar notifications.  
                   | If you do not install the exchange license, then you cannot integrate Cisco Unified MeetingPlace Express with Microsoft Outlook. One exception is that if the systemsoftware license is not installed, then Microsoft Outlook functionality is enabled for trial and demonstration purposes. |
| languages         | The languages license enables the simultaneous use of up to four supported languages on a system.  
                   | If you do not install the languages license, then you can enable only one language. |
### About Licenses

- **maxadhoc**
  - The `maxadhoc` license limits the number of concurrent ad hoc voice conferencing participants. If you do not install the `maxadhoc` license, then the system can use only the default six voice ports for ad hoc conferencing.
  - The `maxadhoc` license also limits the number of video ports and web ports that can be used for ad hoc conferencing on your system. If the `stdvideoconf` or `webconf` license port count is greater than the `maxadhoc` license port count, then the system uses the port count specified in the `maxadhoc` license.
  - Any `maxadhoc` license limitations for your system appear in the Comment field on the Licenses Summary page. To find this page in the Administration Center, see the “Displaying Licenses” section on page 3-8.

- **maxvoice**
  - The `maxvoice` license limits the number of voice ports that can be used for scheduled and reservationless meetings on your system. For example, if the `voiceconf` license port count is greater than the `maxvoice` license port count, then the system uses the port count specified in the `maxvoice` license.
  - Any `maxvoice` license limitations for your system appear in the Comment field on the Licenses Summary page. To find this page in the Administration Center, see the “Displaying Licenses” section on page 3-8.
  - Restriction: If you purchase and install a new `maxvoice` license, it overwrites the old one. The new port count is not added to the previous port count.

- **maxweb**
  - The `maxweb` license limits the number of web ports that can be used for scheduled and reservationless meetings on your system. For example, if the `webconf` license port count is greater than the `maxweb` license port count, then the system uses the port count specified in the `maxweb` license.
  - Any `maxweb` license limitations for your system appear in the Comment field on the Licenses Summary page. To find this page in the Administration Center, see the “Displaying Licenses” section on page 3-8.
  - Restriction: If you purchase and install a new `maxweb` license, it overwrites the old one. The new port count is not added to the previous port count.

- **stdvideoconf**
  - The `stdvideoconf` license limits the number of concurrent ad hoc video conferencing participants. This number may be further limited by the `maxadhoc` license.
  - If you do not install the `stdvideoconf` license, then the system can use only the default six video ports for ad hoc conferencing.
  - The actual number of usable ad hoc video ports on the system depends on the configured Video maximum bit rate. See the “About Video Ports for Ad Hoc Conferencing” section on page 6-4.
  - Restriction: Ad hoc video licenses that exceed the total number of ad hoc voice licenses cannot be used.

### Table 3-2 Licenses for Cisco Unified MeetingPlace Express (continued)

<table>
<thead>
<tr>
<th>License</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>maxadhoc</td>
<td>The <code>maxadhoc</code> license limits the number of concurrent ad hoc voice conferencing participants. If you do not install the <code>maxadhoc</code> license, then the system can use only the default six voice ports for ad hoc conferencing. The <code>maxadhoc</code> license also limits the number of video ports and web ports that can be used for ad hoc conferencing on your system. If the <code>stdvideoconf</code> or <code>webconf</code> license port count is greater than the <code>maxadhoc</code> license port count, then the system uses the port count specified in the <code>maxadhoc</code> license. Any <code>maxadhoc</code> license limitations for your system appear in the Comment field on the Licenses Summary page. To find this page in the Administration Center, see the “Displaying Licenses” section on page 3-8.</td>
</tr>
<tr>
<td>maxvoice</td>
<td>The <code>maxvoice</code> license limits the number of voice ports that can be used for scheduled and reservationless meetings on your system. For example, if the <code>voiceconf</code> license port count is greater than the <code>maxvoice</code> license port count, then the system uses the port count specified in the <code>maxvoice</code> license. Any <code>maxvoice</code> license limitations for your system appear in the Comment field on the Licenses Summary page. To find this page in the Administration Center, see the “Displaying Licenses” section on page 3-8. Restriction: If you purchase and install a new <code>maxvoice</code> license, it overwrites the old one. The new port count is not added to the previous port count.</td>
</tr>
<tr>
<td>maxweb</td>
<td>The <code>maxweb</code> license limits the number of web ports that can be used for scheduled and reservationless meetings on your system. For example, if the <code>webconf</code> license port count is greater than the <code>maxweb</code> license port count, then the system uses the port count specified in the <code>maxweb</code> license. Any <code>maxweb</code> license limitations for your system appear in the Comment field on the Licenses Summary page. To find this page in the Administration Center, see the “Displaying Licenses” section on page 3-8. Restriction: If you purchase and install a new <code>maxweb</code> license, it overwrites the old one. The new port count is not added to the previous port count.</td>
</tr>
<tr>
<td>stdvideoconf</td>
<td>The <code>stdvideoconf</code> license limits the number of concurrent ad hoc video conferencing participants. This number may be further limited by the <code>maxadhoc</code> license. If you do not install the <code>stdvideoconf</code> license, then the system can use only the default six video ports for ad hoc conferencing. The actual number of usable ad hoc video ports on the system depends on the configured Video maximum bit rate. See the “About Video Ports for Ad Hoc Conferencing” section on page 6-4. Restriction: Ad hoc video licenses that exceed the total number of ad hoc voice licenses cannot be used.</td>
</tr>
</tbody>
</table>
Chapter 3  Installing and Managing Licenses on the Cisco Unified MeetingPlace Express System

Table 3-2  Licenses for Cisco Unified MeetingPlace Express (continued)

<table>
<thead>
<tr>
<th>License</th>
<th>Description</th>
</tr>
</thead>
</table>
| systemsoftware   | The systemsoftware license enables the system to use the voiceconf and webconf licenses for scheduled and reservationless meetings. If you do not install the systemsoftware license, or if the license version becomes obsolete, then the system can use only the default six voice ports and six web ports for scheduled and reservationless meetings. The default six web ports expire 60 days after system installation, unless you install a webconf license to make them permanent. (If you have a webconf license installed with no systemsoftware license, then the default six web ports do not expire.) Requirements:  
  • To obtain a systemsoftware license, purchase a base software SKU or a software version upgrade. You cannot obtain a systemsoftware license by purchasing a capacity or platform upgrade.  
  • The version number specified by the systemsoftware license must be greater than or equal to the first digit of the installed software version number.  
Restriction: You cannot install both the systemsoftware and adhocsystemsoftware licenses on the same server. For details, see the “Restrictions for Licenses” section on page 3-1. |
| voiceconf        | The voiceconf license limits the number of voice ports that are concurrently used for scheduled and reservationless meetings, including:  
  • Calls to and from the system  
  • Voice participants in meetings  
The available number of voice ports may be further limited by the maxvoice license. If you do not install the voiceconf license, then the system can use only the default six voice ports for scheduled and reservationless meetings. Requirement: To enable the system to use the voiceconf license for scheduled and reservationless meetings, you must install the systemsoftware license. |
### How To Install and Manage Licenses

If you purchase license SKUs with your Cisco Unified MeetingPlace Express order, then your order comes with a Product Authorization Key (PAK). You obtain a license file by providing the PAK and the MAC address of your server in a form on Cisco.com. Through the Administration Center, you upload the license file to Cisco Unified MeetingPlace Express to install all purchased licenses in that order.

Note

The new licenses take affect immediately. You do not need to reinstall or restart the Cisco Unified MeetingPlace Express operating system and application when you add licenses.

## Table 3-2 Licenses for Cisco Unified MeetingPlace Express (continued)

<table>
<thead>
<tr>
<th>License</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>webconf</td>
<td>The <code>webconf</code> license limits the number of web ports that are concurrently used for either ad hoc conferencing or scheduled and reservationless meetings, depending on which of these licenses you install:</td>
</tr>
<tr>
<td></td>
<td>· If you install the <code>adhocsystemsoftware</code> license, then the <code>webconf</code> license limits the number of available ad hoc web ports on the system. This number may be further limited by the <code>maxadhoc</code> license.</td>
</tr>
<tr>
<td></td>
<td>· If you install the <code>systemsoftware</code> license, then the <code>webconf</code> license limits the number of concurrent participants using the full web meeting room for scheduled or reservationless meetings. This number may be further limited by the <code>maxweb</code> license.</td>
</tr>
</tbody>
</table>

Note

If you want all or most users to be able to schedule full web meetings, then install an equal number of voice ports and web ports through the `voiceconf` and `webconf` licenses.

· If you do not install either the `adhocsystemsoftware` license or the `systemsoftware` license, then the `webconf` license makes the default six web ports permanent.

If you do not install the `webconf` license, then the system can use only the default six web ports, which expire 60 days after system installation.

If you purchase a base software SKU, then your order comes with a free `webconf` license that makes the default six web ports permanent after you install the license.

## Related Topics

- Restrictions for Licenses, page 3-1
- How To Install and Manage Licenses
- Information About Ports for Scheduled and Reservationless Meetings
- Information About Ad Hoc Conferencing, page 6-2
- Integrating Cisco Unified MeetingPlace Express With Microsoft Outlook, page B-1

### How To Install and Manage Licenses

If you purchase license SKUs with your Cisco Unified MeetingPlace Express order, then your order comes with a Product Authorization Key (PAK). You obtain a license file by providing the PAK and the MAC address of your server in a form on Cisco.com. Through the Administration Center, you upload the license file to Cisco Unified MeetingPlace Express to install all purchased licenses in that order.

Note

The new licenses take affect immediately. You do not need to reinstall or restart the Cisco Unified MeetingPlace Express operating system and application when you add licenses.

Topics in this section include:

- Determining the MAC Address of your System, page 3-6
- Obtaining the License File, page 3-6
Determining the MAC Address of your System

This topic describes how to determine the MAC address of the Cisco Unified MeetingPlace Express server. The MAC address is required to obtain a license file.

Procedure

**Step 1** Open the Cisco Unified MeetingPlace Express application.

**Step 2** Log in to Cisco Unified MeetingPlace Express.

**Step 3** At the top of the page, click **Administration**.

**Step 4** On the left side of the page:

- a. Click **Maintenance**.
- b. Click **Licenses**.
- c. Click **Install Licenses**.

The MAC address is listed in the Host ID (MAC address) field.

**Step 5** Proceed to the “Obtaining the License File” section on page 3-6.

Related Topics

- How To Install and Manage Licenses, page 3-5
- About Licenses, page 3-2
- About This Page: Install Licenses, page C-85

Obtaining the License File

This topic describes how to obtain the license file, which contains all purchased licenses in your order.

**Before You Begin**

- Find the Product Authorization Key (PAK) that came with your order.
- Find the MAC address of your Cisco Unified MeetingPlace Express server. See the “Determining the MAC Address of your System” section on page 3-6.

**Procedure**

**Step 1** Go to [http://www.cisco.com/go/license](http://www.cisco.com/go/license).

**Step 2** If prompted, log in with your Cisco.com user ID and password.

**Step 3** Enter the PAK from your Cisco Unified MeetingPlace Express order.
Step 4  Confirm the order information by and click Continue.
Step 5  Fill out all the required fields on the registration form. In particular:
  • Make sure that your e-mail address is correct, because the license file will be e-mailed to you.
  • Enter the MAC address of your Cisco Unified MeetingPlace Express server.
Step 6  Click Submit. Cisco Systems sends you an e-mail containing the license file.
Step 7  Save the license file to a location where you can access it from the Administration Center.
Step 8  Proceed to the “Installing the License File” section on page 3-7.

Related Topics
  • How To Install and Manage Licenses, page 3-5
  • About Licenses, page 3-2

Installing the License File

This topic describes how to upload a license file, which contains all purchased licenses in your Cisco Unified MeetingPlace Express order.

Before You Begin
Obtain the license file. See the “Obtaining the License File” section on page 3-6.

Procedure

Step 1  Log in to Cisco Unified MeetingPlace Express.
Step 2  Click Administration at the top of the page.
Step 3  On the left side of the page:
  a. Click Maintenance.
  b. Click Licenses.
  c. Click Install Licenses.
Step 4  Select one of the following radio buttons:
  • Upload new license file—Specifies to delete all previously installed licenses before installing the license file. Select this option only when uploading licenses to your system for the first time, or in the unlikely event that you must install an entirely new set of licenses.
  • Append incremental license file—Specifies to keep all the previously installed licenses and to add additional licenses from the license file.
Step 5  Enter the fully qualified filename in the License file to use field or click Browse to search for the file.
Step 6  Click Install License.
Step 7  (Optional) To verify that your licenses were installed, proceed to the “Displaying Licenses” section on page 3-8.
Related Topics

- How To Install and Manage Licenses, page 3-5
- About Licenses, page 3-2
- About This Page: Install Licenses, page C-85

Displaying Licenses

Complete this task to display the number and types of licenses that are installed on your system, which licenses are enabled, and any further license limitations that are specific to your system.

Procedure

Step 1 Log in to Cisco Unified MeetingPlace Express.
Step 2 Click Administration at the top of the page.
Step 3 On the left side of the page:
   a. Click Maintenance.
   b. Click Licenses.
   c. Click Licenses Summary.

Related Topics

- About This Page: Licenses Summary, page C-86
- About Licenses, page 3-2

Downloading Licenses

Complete this task to download licenses for backup.

Procedure

Step 1 Log in to Cisco Unified MeetingPlace Express.
Step 2 Click Administration at the top of the page.
Step 3 On the left side of the page:
   a. Click Maintenance.
   b. Click Licenses.
   c. Click Licenses Summary or Install Licenses.
Step 4 Click Download License.
Step 5 In the File Download dialog box, click Save.
Step 6 In the Save As dialog box, navigate to the directory where you want to save the exported file.
Step 7  Click Save.

Step 8  If the Download Complete dialog box appears, click Close.

Related Topics
- About Licenses, page 3-2
Chapter 3 Installing and Managing Licenses on the Cisco Unified MeetingPlace Express System

How To Install and Manage Licenses
Configuring Basic Operation Parameters for Cisco Unified MeetingPlace Express

Revised: October 18, 2006, OL-11374-01

Topics in this section include:

- About Operator Assistance, page 4-1
- About Languages, page 4-2
- About Major Alarm Calls, page 4-5
- About Meeting Phone Numbers and Notification Labels, page 4-6
- About User Authentication By an External Directory, page 7-13
- Displaying Meeting Times Using a 12- or 24-Hour Clock, page 5-21
- About This Page: Usage Configuration, page C-144

The content in this chapter applies only to the Cisco Unified MeetingPlace Express system and not to the Cisco Unified MeetingPlace Express VT system.

About Operator Assistance

Cisco Unified MeetingPlace Express can be configured to forward calls to the attendant or help desk in the following situations:

- Caller dials 0 for operator assistance.
- Caller does not enter a number at a voice prompt.

Related Topics

- Configuring Operator Assistance, page 4-2
Configuring Operator Assistance

This topic describes how to configure the system to forward callers to the attendant or help desk when necessary.

Before You Begin

Calls to the attendant are not supported if you use a SIP trunk to integrate Cisco Unified MeetingPlace Express with Cisco Unified CallManager Release 4.x. For more information about this restriction, see the “Cisco Unified CallManager Restrictions for Integration in a SIP Environment” section on page 7-39.

Procedure

Step 1 Log in to Cisco Unified MeetingPlace Express.
Step 2 Click Administration at the top of the page.
Step 3 On the left side of the page:
   a. Click System Configuration.
   b. Click Usage Configuration.
Step 4 In the Usage Configuration page, configure the following fields:
   • Dial attendant on timeout—Set this field to Yes.
   • Attendant phone—Enter the help desk or attendant phone number.
Step 5 Click Save.

Related Topics

• About Operator Assistance, page 4-1
• About This Page: Usage Configuration, page C-144

About Languages

Cisco Unified MeetingPlace Express supports a growing number of languages available for voice prompts, e-mail notifications, end-user web interfaces, and web meeting rooms. Only U.S. English text is used in the Administration Center web interfaces.

Languages are automatically installed with Cisco Unified MeetingPlace Express. To see which languages are installed in a specific release, see the Release Notes for Cisco Unified MeetingPlace Express. For installation and upgrade information, see the Installation and Upgrade Guide for Cisco Unified MeetingPlace Express.

Related Topics

• Configuring Languages Other Than U.S. English, page 4-3
• About Dial-Out Features and Voice Prompt Languages, page 8-11
• About Language Preferences, page 8-18
Configuring Languages Other Than U.S. English

By default, U.S. English is used in all voice prompts, e-mail notifications, end-user web interfaces, and web meeting rooms. To use a different language or enable end users to choose from multiple languages, complete these high-level tasks.

Procedure

<table>
<thead>
<tr>
<th>High-Level Task</th>
<th>Where to Find Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1 (For multiple languages only) Purchase, download, and install the languages license.</td>
<td>How To Install and Manage Licenses, page 3-5</td>
</tr>
<tr>
<td>Without the languages license, you can enable one language on the system. With the installed languages license, you can enable up to four languages on Cisco Unified MeetingPlace Express.</td>
<td>Enabling Languages, page 4-3</td>
</tr>
<tr>
<td>Step 2 Enable the languages.</td>
<td>Configuring Language Preferences in User Groups or User Profiles, page 4-4</td>
</tr>
<tr>
<td>Step 3 (For multiple languages only) Configure language preferences in the user groups or user profiles.</td>
<td>About Language Requirements for the Cisco Unified MeetingPlace Express Service for the Cisco Unified IP Phone, page 7-9</td>
</tr>
<tr>
<td>Note End users may override this setting by selecting a language through the end-user web interface or over the phone. See the User Guide for Cisco Unified MeetingPlace Express.</td>
<td></td>
</tr>
</tbody>
</table>

Related Topics

- About Languages, page 4-2
- About Dial-Out Features and Voice Prompt Languages, page 8-11
- Information About the Guest Profile and Guest Users, page 8-21
- Information About E-Mail Notification Templates and Language Property Files, page 14-2
- About Cisco Unified IP Phone Services, page 7-7

Enabling Languages

This topic describes how to enable the installed languages on Cisco Unified MeetingPlace Express.

Before You Begin

- Read the “Configuring Languages Other Than U.S. English” section on page 4-3. Complete all tasks that are required before you enable the languages.
- A system restart is required to enable or disable a language. A system restart is not required to switch the order in which the languages appear in these fields.
### About Languages

**Procedure**

**Step 1** Log in to Cisco Unified MeetingPlace Express.

**Step 2** Click **Administration** at the top of the page.

**Step 3** On the left side of the page:
   a. Click **System Configuration**.
   b. Click **Usage Configuration**.

**Step 4** In the Usage Configuration page, configure the Language fields to enable one or more installed languages.

**Step 5** Click **Save**.

**Step 6** Restart the system.
To restart the system, enter `sudo mpx_sys restart` in the CLI. For information about logging into the CLI, see the *Installation and Upgrade Guide for Cisco Unified MeetingPlace Express*.

**Step 7** To configure the language preferences for user groups or user profiles, proceed to the “Configuring Language Preferences in User Groups or User Profiles” section on page 4-4.

**Related Topics**
- About Languages, page 4-2
- About This Page: Usage Configuration, page C-144

### Configuring Language Preferences in User Groups or User Profiles

This topic describes how to specify a localized language for specific user groups or user profiles.

Users may override this setting by selecting a language through the end-user web interface. See the *User Guide for Cisco Unified MeetingPlace Express Release 1.2*.

**Before You Begin**
Read the “Configuring Languages Other Than U.S. English” section on page 4-3. Complete all tasks that are required before you configure language preferences in the user groups or user profiles.

**Procedure**

**Step 1** Log in to Cisco Unified MeetingPlace Express.

**Step 2** Click **Administration** at the top of the page.

**Step 3** On the left side of the page, click **User Configuration**.

**Step 4** Take one of the following actions:
   - To configure a user group, click **User Group Management**.
   - To configure an individual user profile, click **User Profile Management**.
Step 5  Take one of the following actions:
- To configure an existing user group or user profile, click Edit.
- To configure a new user group or user profile, click Add New. Configure the required fields, which are marked with an asterisk.

Step 6  Configure one of the following fields:
- Language, page C-11 (user group)
- Language, page C-22 (user profile)

Step 7  Click Save.

Step 8  Repeat this task for all user groups and user profiles for which you want to configure language preferences.

Related Topics
- About Languages, page 4-2
- About This Page: Add User Group, page C-9
- About This Page: Add User Profile, page C-16
- Information About the Guest Profile and Guest Users, page 8-21

### About Major Alarm Calls
Cisco Unified MeetingPlace Express can be configured to call you if a major alarm occurs. When you answer the phone call, you will be provided with the following information:

1. Notification that an error has occurred that requires attention.
2. A request to view the alarms.
3. A request to acknowledge the alarm call.

Related Topics
- Configuring Major Alarm Calls, page 4-5

### Configuring Major Alarm Calls
This topic describes how to configure Cisco Unified MeetingPlace Express to call you if a major alarm occurs.

**Note**
Pagers cannot be used to receive alarm calls.

**Procedure**

**Step 1**  Log in to Cisco Unified MeetingPlace Express.
**Step 2**  Click Administration at the top of the page.
About Meeting Phone Numbers and Notification Labels

You can configure up to four phone numbers and descriptive labels for users to dial in to voice meetings. These phone numbers and labels appear in the following places:

- E-mail notifications
- Web interface for end users
- Telephone pop-up notification box in the full web meeting room
- Cisco Unified IP Phone screens (only when subscribed to the Cisco Unified MeetingPlace Express service for the Cisco Unified IP Phone)

Related Topics
- About the Character Limitation of the Telephone Pop-Up Notification Box in the Full Web Meeting Room, page 4-6
- Configuring Meeting Phone Numbers and Notification Labels, page 4-7

About the Character Limitation of the Telephone Pop-Up Notification Box in the Full Web Meeting Room

The telephone pop-up notification box in the full web meeting room can display only a limited number of characters. Because this limitation applies to all characters, including the meeting ID, HTML tags, spaces, and punctuations, the number of label characters that get displayed may vary for each meeting.

We recommend that you minimize the number of characters entered in the label fields to avoid the character limitation. If you exceed the maximum number of characters, then the information displayed in the telephone pop-up notification box is automatically modified in the following ways, in the presented order, until the number of characters falls below the maximum:

1. The headings in the pop-up notification box are deleted, for example “Dial in from your phone.”
2. Bold characters are changed to normal characters.
3. The text in the Label for access phone number 3 field is changed to “Or: ”.
4. The text in the Label for access phone number 4 field is changed to “Or: ”.

To verify that the phone numbers and labels correctly appear in the telephone pop-up notification box in the full web meeting room, take the following actions:

1. Schedule a web and voice meeting using a 17-digit meeting ID (maximum allowed).
2. Join the full web meeting.
3. In the top right corner of the full web meeting room, roll your mouse pointer over the telephone icon to display the pop-up notification box content.

If you are not satisfied with the appearance of the meeting phone numbers and notification labels, then reduce the number of characters in the notification labels.

Related Topics

- Configuring Meeting Phone Numbers and Notification Labels, page 4-7
- About This Page: Usage Configuration, page C-144
- Configuring E-Mail Notifications for Cisco Unified MeetingPlace Express, page 14-1

Configuring Meeting Phone Numbers and Notification Labels

This topic describes how to configure the phone numbers that users call to attend meetings and the labels that describe those phone numbers.

Before You Begin

Read the “About the Character Limitation of the Telephone Pop-Up Notification Box in the Full Web Meeting Room” section on page 4-6.

Note

These configurations require a system restart to take effect.

Procedure

Step 1 Log in to Cisco Unified MeetingPlace Express.
Step 2 Click Administration at the top of the page.
Step 3 On the left side of the page:
   a. Click System Configuration.
   b. Click Usage Configuration.
Step 4 In the Usage Configuration page, configure the following fields:
   - Access phone number 1
   - Label for access phone number 1
   - Access phone number 2
   - Label for access phone number 2
   - Access phone number 3
   - Label for access phone number 3
About Meeting Phone Numbers and Notification Labels

- Access phone number 4
- Label for access phone number 4

Step 5  Click Save.

Step 6  Restart the system.

To restart the system, enter `sudo mpx_sys restart` in the CLI. For information about logging into the CLI, see the *Installation and Upgrade Guide for Cisco Unified MeetingPlace Express*.

Related Topics
- About Meeting Phone Numbers and Notification Labels, page 4-6
- About This Page: Usage Configuration, page C-144
- Configuring E-Mail Notifications for Cisco Unified MeetingPlace Express, page 14-1
Configuring Scheduled and Reservationless Meetings for Cisco Unified MeetingPlace Express

Revised: October 18, 2006, OL-11374-01

This chapter describes how to configure scheduled and reservationless meetings, which are set up and accessed only through Cisco Unified MeetingPlace Express end-user interfaces, either over the phone or web. In contrast, ad hoc conferences are initiated only through the end-user interfaces of products other than Cisco Unified MeetingPlace Express.

The content in this chapter applies in the following cases:

- You have a Cisco Unified MeetingPlace Express system.
- You have a Cisco Unified MeetingPlace Express VT system but want to experiment with the scheduled and reservationless meeting features. Note that license and port restrictions apply.

**Note**

If you instead want to set up your system for ad hoc conferencing, see Chapter 6, “Configuring Ad Hoc Conferencing for Cisco Unified MeetingPlace Express VT.”

Topics in this section include:

- Prerequisites for Scheduled and Reservationless Meetings, page 5-2
- Information About Scheduled Meetings, page 5-2
- Information About Reservationless Meetings, page 5-6
- Information About Ports for Scheduled and Reservationless Meetings, page 5-7
- About Direct Meeting Dial-In, page 5-10
- Information About the Audio Mixer, page 5-11
- How to Configure Scheduled and Reservationless Meetings, page 5-12
Prerequisites for Scheduled and Reservationless Meetings

To support more than six voice ports or six web ports for scheduled and reservationless meetings, install the systemsoftware, voiceconf, and webconf licenses on your system.

Related Topics

- About Licenses, page 3-2
- How To Install and Manage Licenses, page 3-5
- Configuring Scheduled and Reservationless Meetings for Cisco Unified MeetingPlace Express, page 5-1

Information About Scheduled Meetings

Profiled users can schedule meetings to begin immediately or sometime in the future. Unlike reservationless meetings, a scheduled meeting gives the scheduler control over meeting details, including the parameters described in Table 5-1. For a complete list of available parameters for scheduled meetings, see the User Guide for Cisco Unified MeetingPlace Express. System administrators, in turn, have control over which parameters can be specified by meeting schedulers.

Table 5-1 Sample List of Scheduled Meeting Parameters

<table>
<thead>
<tr>
<th>Scheduled Meeting Parameter</th>
<th>Brief Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting subject</td>
<td>Appears in e-mail notifications and in the Meeting Details and Find Meeting pages of the end-user web interface.</td>
</tr>
<tr>
<td>Meeting ID¹</td>
<td>Uniquely identifies the meeting.</td>
</tr>
<tr>
<td>Meeting date, time, duration, and frequency</td>
<td>Reserves ports and the meeting ID for the specified times.</td>
</tr>
<tr>
<td>Number of participants¹</td>
<td>Reserves the specified number of ports.</td>
</tr>
<tr>
<td>Meeting password</td>
<td>Requires participants to enter the password to join the meeting.</td>
</tr>
<tr>
<td>Billing code¹</td>
<td>Identifies the department or group to bill for the meeting.</td>
</tr>
<tr>
<td>Who can attend¹</td>
<td>Enables the restriction of meeting participants to profiled users.</td>
</tr>
<tr>
<td>Entry and exit announcements¹</td>
<td>Plays a beep, a beep and recorded name, or silence when a user joins or leaves the meeting.</td>
</tr>
</tbody>
</table>

¹ This parameter may be disabled, limited to specific users, or limited to certain values by system administrators.

There are several types of scheduled meetings, each of which have special characteristics and restrictions. Topics in this section include:

- About Immediate Meetings, page 5-3
- About Zero-Port Voice Meetings, page 5-3
- About Web-Only Meetings, page 5-4
- About Recurring Meetings, page 5-4
- About Continuous Meetings, page 5-5
About Immediate Meetings

An immediate meeting starts right after the user schedules it from the end-user web interface or initiates the immediate meeting over the phone. Immediate meetings are used when reservationless meetings are not enabled on the system, or by meeting schedulers who are restricted from owning reservationless meetings. Any user who can schedule meetings can start immediate meetings.

Immediate meetings are used by users who want more flexibility and control of the meeting parameters than they would have with reservationless meeting. For example:

- Users who schedule immediate meetings from the end-user web interface may limit who can join the meeting, choose the Meeting ID, send e-mail notifications, and decide whether or not to publicly list the meeting in the end-user web interface.
- Users who start immediate meetings over the phone have the option to specify the duration and number of participants.

For more information about immediate meetings, see the *User Guide for Cisco Unified MeetingPlace Express*.

Related Topics
- Information About Scheduled Meetings, page 5-2
- Information About Reservationless Meetings, page 5-6
- How to Configure Scheduled and Reservationless Meetings, page 5-12

About Zero-Port Voice Meetings

Zero-port voice meetings are scheduled meetings that have the following special characteristics:

- No ports are reserved when zero-port voice meetings are scheduled. Therefore, there is no limit to the number of zero-port voice meetings that can be scheduled on Cisco Unified MeetingPlace Express at any time.
- Users may join a zero-port voice meeting only if voice ports or voice floater ports are available at that time.
- When a user joins a zero-port voice meeting, that user utilizes one voice port.
- Users who can schedule zero-port voice meetings are always restricted from the following:
  - Scheduling full web meetings.
  - Reserving voice ports for scheduled meetings.

Related Topics
- Configuring Zero-Port Voice Meetings, page 5-17
- Information About Ports for Scheduled and Reservationless Meetings, page 5-7
- How to Configure Scheduled and Reservationless Meetings, page 5-12
- Information About Scheduled Meetings, page 5-2
About Web-Only Meetings

Web-only meetings are scheduled meetings that are used in the following situations:

- The user profile of the meeting scheduler is configured as follows:
  - Host web meetings with—Full meeting room (licenses required)
  - Reserve voice licenses when setting up meetings—No
- If voice ports are not available for a meeting that is being scheduled, then the system offers the meeting scheduler the option to schedule a web-only meeting.
- A web meeting is initiated from a Cisco Unified Personal Communicator conversation.

Related Topics
- Configuring Web-Only Meetings, page 5-18
- Information About Web Meetings That Are Initiated From Cisco Unified Personal Communicator, page A-1
- Information About Ports for Scheduled and Reservationless Meetings, page 5-7
- How to Configure Scheduled and Reservationless Meetings, page 5-12
- Information About Scheduled Meetings, page 5-2

About Recurring Meetings

A recurring meeting is a scheduled meeting where a daily, weekly, or monthly frequency is selected on the Schedule Meeting end-user web page. A recurring meeting is held at the same time of day, at a specified frequency.

The following special characteristics apply to recurring meetings:

- All instances of recurring meetings take place at the same time of day in the time zone configured in the scheduler’s user profile. Meeting invitees must adjust for time zone differences. Remember that some locations, such as Arizona, do not use daylight savings time.
- When you export meeting information to create a meeting import file, make sure that you specify a range of dates that includes all occurrences of recurring meetings that you want to be able to import. When you import recurring meetings to Cisco Unified MeetingPlace Express, each occurrence in the import file is scheduled as an individual meeting with no recurrence pattern.

While scheduling recurring meetings, the end user specifies a schedule pattern (see Table 5-2).

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Pattern Options</th>
</tr>
</thead>
</table>
| Daily     | • Number of days between meetings or every weekday  
|           | • Number of meeting occurrences or the date by which to end the recurring meetings |
For more information about recurring meetings, see the *User Guide for Cisco Unified MeetingPlace Express*.

**Related Topics**
- About Time Zones, page 8-17
- Information About Scheduled Meetings, page 5-2
- How to Configure Scheduled and Reservationless Meetings, page 5-12

### About Continuous Meetings

A continuous meeting is a scheduled meeting that reserves ports and a meeting ID indefinitely, so that participants may join the meeting at any time on any day. Nevertheless, a continuous meeting is in session only when at least one participant is in the meeting.

Continuous meetings are useful for:
- All-day meetings during which participants take breaks.
- Users who manage crisis situations and must be able to meet immediately when a problem arises.

The following special characteristics apply to continuous meetings:
- Continuous meetings can be scheduled only by system administrators. To schedule a continuous meeting, select the continuous frequency option in the Schedule Meeting page of the end-user web interface. The continuous frequency option appears only for authenticated system administrators.
- Even when zero participants are in a continuous meeting, the reserved ports and meeting ID are never available for scheduling other meetings.
- Billing reports do not count the minutes during which there are zero participants in a continuous meeting.
- After the last participant leaves a continuous meeting, the meeting data is moved to the Cisco Unified MeetingPlace Express database. This data appears when you generate a Meeting Participant Join Leave Information report.

**Related Topics**
- Configuring Continuous Meetings, page 5-20
- About the Types of Users, page 8-7
- Information About Scheduled Meetings, page 5-2
Information About Reservationless Meetings

Reservationless meetings begin immediately and without any user-entered meeting details. Reservationless meetings are useful for impromptu meetings, but the meeting owner has far less control of the reservationless meeting parameters than with scheduled immediate meetings. For information about immediate meetings, see the “About Immediate Meetings” section on page 5-3.

Note

Reservationless meetings are set up and accessed only through Cisco Unified MeetingPlace Express end-user interfaces, either over the phone or web. In contrast, ad hoc conferences are initiated only through other product end-user interfaces. For information about ad hoc conferencing, see the “Information About Ad Hoc Conferencing” section on page 6-2.

The following special characteristics apply to reservationless meetings:

- Both profiled and unprofiled users may join a reservationless meeting.
- After the first person joins a reservationless meeting, the meeting gets publicly listed in the Find Meeting page of the end-user web interface. The meeting subject displays the meeting owner’s last name.
- The meeting ID for a reservationless meeting is the phone profile number of the meeting owner.
- The meeting owner is the user who sets up the reservationless meeting by performing the following actions:
  - Clicks Start Reservationless on the end-user web interface.
  - Logs in to the system, if not already logged in.
  - Clicks Join Meeting or Start Meeting Without Me.
- Reservationless meeting IDs are permanently reserved and cannot be used for scheduled meetings.
- E-mail notifications are not sent for reservationless meetings.
- Participants who join a reservationless meeting before the owner does must wait in a waiting room (where they cannot communicate with each other) until the meeting owner arrives, unless one of the following is true:
  - The meeting owner clicks the “Start Meeting Without Me” button on the Reservationless Meeting page of the end-user web interface.
  - The system administrator sets the Reservationless: Allow 3rd party initiate field on the Meeting Configuration page to Yes, and a profiled user starts the meeting.

For more information about reservationless meetings, see the User Guide for Cisco Unified MeetingPlace Express.

Topics in this section include:

- Port Availability Considerations for Reservationless Meetings, page 5-7
Port Availability Considerations for Reservationless Meetings

Users may start or join a reservationless meeting only if ports or floater ports are available at that time. For example, suppose that three people decide to hold a voice and full web reservationless meeting at a time when the system has five available voice ports but only two available web ports. All three people can join the voice meeting, but the last person to join cannot enter the full web meeting room until a web port becomes available on the system.

Therefore, before enabling reservationless meetings on your system, make sure that you have enough voice and web ports available to meet the following demands:

- Port reservations for scheduled meetings
- Port utilization for reservationless meetings
- If applicable to your system, port utilization for zero-port voice meetings

Related Topics
- Information About Ports for Scheduled and Reservationless Meetings, page 5-7
- Recommended Port Configurations for Scheduled and Reservationless Meetings, page 5-9
- About Licenses, page 3-2
- Information About Reservationless Meetings, page 5-6
- How to Configure Scheduled and Reservationless Meetings, page 5-12

Information About Ports for Scheduled and Reservationless Meetings

This section describes ports, which are used to connect scheduled and reservationless meeting participants to Cisco Unified MeetingPlace Express. Topics in this section include:

- About Voice Ports for Scheduled and Reservationless Meetings, page 5-7
- About Web Ports for Scheduled and Reservationless Meetings, page 5-8
- Recommended Port Configurations for Scheduled and Reservationless Meetings, page 5-9

About Voice Ports for Scheduled and Reservationless Meetings

Also called access ports, voice ports are used to connect users to voice meetings.

Required Voice-Conferencing Licenses for Scheduled and Reservationless Meetings

The number of voice ports on the system is determined by the installed voiceconf and maxvoice licenses.

Voice Floater Ports for Scheduled and Reservationless Meetings

Voice floater ports are voice ports that cannot be reserved while scheduling meetings. Instead, floater ports are set aside for unexpected port needs, for example, when users try to take the following actions:

- Joining a voice meeting with more participants than reserved ports
- Joining a zero-port voice meeting
- Starting or joining a reservationless meeting
When any of these events occur, any voice ports that are not reserved or in use at that time can be used as voice floater ports.

Configure the number of voice floater ports in the Floater ports field of the Meeting Configuration page. Remember that configuring voice floater ports reduces the number of ports that are available for scheduling meetings.

**Voice Overbook Ports for Scheduled and Reservationless Meetings**

Voice overbook ports enable users to schedule meetings even when there are no voice ports available for scheduling.

If you configure voice overbook ports, then you assume that users who are scheduled to attend meetings do not always attend, leaving their reserved voice ports unused. Once all voice ports are in use, then any more people who try to attend a voice meeting will not be able to join.

Configure the number of voice overbook ports in the Overbook ports field of the Meeting Configuration page. Remember that configuring voice overbook ports increases the risk of users being unable to attend scheduled meetings.

**Related Topics**

- About Licenses, page 3-2
- About Voice Ports for Scheduled and Reservationless Meetings, page 5-7
- Recommended Port Configurations for Scheduled and Reservationless Meetings, page 5-9
- Port Availability Considerations for Reservationless Meetings, page 5-7
- Configuring Scheduled and Reservationless Meetings for Cisco Unified MeetingPlace Express, page 5-1
- About This Page: Meeting Configuration, page C-97

**About Web Ports for Scheduled and Reservationless Meetings**

A web port is used to connect a meeting participant to one of the following web meetings, in which meeting participants can share documents or demonstrate applications:

- **Full web meeting**
  
  The full web meeting room includes the Participant List, Chat, Note, and Share pods. For descriptions of the many features that are available during full web meetings, see the *User Guide for Cisco Unified MeetingPlace Express*.

- **Cisco Unified Personal Communicator web meeting** (only if the systemsoftware license is installed)

  Web meetings that are initiated from within a Cisco Unified Personal Communicator conversation include only the Share pod.

**Required Web-Conferencing Licenses for Scheduled and Reservationless Meetings**

The number of web ports on a Cisco Unified MeetingPlace Express system is determined by the installed webconf and maxweb licenses. The number of web ports is also the maximum possible number of simultaneous web connections to the full web meeting room.
Web Floater Ports for Scheduled or Reservationless Meetings

Web floater ports are web ports that cannot be reserved while scheduling meetings. Instead, floater ports are for unexpected port needs, for example:

- Joining a full web meeting with more participants than reserved ports.
- Starting or joining a reservationless meeting.
- Starting or joining a web-only meeting that is initiated from a Cisco Unified Personal Communicator conversation.

When any of these events occur, any web ports that are not reserved or in use at that time can be used as web floater ports.

Configure the number of web floater ports in the Web floater ports field of the Meeting Configuration page. Remember that configuring web floater ports reduces the number of web ports that are available for scheduling meetings.

Web Overbook Ports for Scheduled Meetings

Web overbook ports enable users to schedule meetings even when there are no web ports available for scheduling.

If you configure web overbook ports, then you assume that users who are scheduled to attend meetings do not always attend, leaving their reserved web ports unused. Once all web ports are in use, then any more people who try to attend a full web meeting will not be able to join.

Configure the number of web overbook ports in the Web overbook ports field of the Meeting Configuration page. Remember that configuring web overbook ports increases the risk of users being unable to attend scheduled meetings.

Related Topics

- Recommended Port Configurations for Scheduled and Reservationless Meetings, page 5-9
- Port Availability Considerations for Reservationless Meetings, page 5-7
- Integrating Cisco Unified MeetingPlace Express With Cisco Unified Personal Communicator, page A-1
- About Licenses, page 3-2
- Configuring Scheduled and Reservationless Meetings for Cisco Unified MeetingPlace Express, page 5-1
- About This Page: Meeting Configuration, page C-97

Recommended Port Configurations for Scheduled and Reservationless Meetings

Table 5-3 shows the port configuration settings which maximize the port utilization and capacity of the system, depending on how much traffic is used for reservationless meetings. These recommendations apply to both voice ports and web ports. Port settings are configured on the Meeting Configuration page along with the other system-wide parameters for scheduled and reservationless meetings.
Table 5-3 uses the following values:

- **R** = percent of traffic used for reservationless meetings and Cisco Unified Personal Communicator web meetings.
- **N** = total number of voice or web ports including capacity assurance (CAP).
- 30% can be substituted for the standard operating percentage.

### Table 5-3  Recommended Port Configurations

<table>
<thead>
<tr>
<th>Reservationless Traffic</th>
<th>Overbook Ports</th>
<th>Floater Ports</th>
</tr>
</thead>
<tbody>
<tr>
<td>R &lt; 50%</td>
<td>N x 30%</td>
<td>N x 30%</td>
</tr>
<tr>
<td>R (\geq) 50%</td>
<td>N x 15%</td>
<td>N ((R + 25%))</td>
</tr>
<tr>
<td>R = 100%</td>
<td>N</td>
<td>N</td>
</tr>
</tbody>
</table>

### Tips

- Make sure that the total number of scheduling ports available (including overbook ports) is greater than or equal to the largest meeting size you expect users to schedule.
- These guidelines are good defaults for a new system. If your system is already configured with settings that work well for your user base, then keep the existing settings.

### Related Topics

- Configuring System-Wide Parameters for Scheduled and Reservationless Meetings, page 5-13
- Port Availability Considerations for Reservationless Meetings, page 5-7
- About This Page: Meeting Configuration, page C-97
- Information About Ports for Scheduled and Reservationless Meetings, page 5-7
- Integrating Cisco Unified MeetingPlace Express With Cisco Unified Personal Communicator, page A-1

## About Direct Meeting Dial-In

Cisco Unified MeetingPlace Express enables the configuration of dialing groups, each of which map a phone number to a specific meeting ID. When a caller dials one of these phone numbers, the system places the caller directly into the voice meeting for that meeting ID. If the meeting does not exist, then the caller is prompted to enter a meeting ID.

Direct meeting dial-in is especially useful for:

- Crisis-management meetings—Skipping the voice prompt for a meeting ID is especially useful for time-critical situations. Also, when you configure direct meeting dial-in to a continuous meeting, users can easily meet at any time using the same direct phone number.
- An executive’s dedicated meeting number—Remembering one phone number (and no meeting ID) can simplify hosting meetings on a tight schedule. You can configure direct meeting dial-in to a continuous meeting, just as you would for crisis-management meetings. However, if the user typically holds reservationless meetings, then you can configure direct meeting dial-in to the user’s phone profile number, which becomes the meeting ID for this user’s reservationless meetings.
Information About the Audio Mixer

Cisco Unified MeetingPlace Express includes a software-based audio-conferencing mixer, which combines multiple audio input streams (calls to a meeting) into a single audio stream that is heard by the voice meeting participants. Topics in this section include:

- About Mixed Audio Characteristics, page 5-11
- About the Jitter Buffer Component, page 5-11
- About Voice Activity Detection Support, page 5-12

About Mixed Audio Characteristics

For each voice meeting, the mixer adds only the three loudest call channels (or callers) to the mixed audio. Therefore, callers cannot be heard in the meeting except when they are one of the three loudest callers. Of these three callers, the mixer makes the loudest one more audible than the other two in the mixed audio.

Related Topics

- Information About the Audio Mixer, page 5-11

About the Jitter Buffer Component

When audio data is sent across the network, packets can be delayed. At the sending side, Real-Time Transport Protocol (RTP) packets are sent in a continuous stream with the packets spaced evenly apart. Due to network congestion, improper queuing, or configuration errors, the delay between each packet can vary instead of remaining constant. The variation in the delay of received packets is called jitter.

To minimize the effects of jitter, the audio mixer performs the following functions:

- Places incoming RTP packets into a jitter buffer, which contains a series of slots. The size of the buffer, or the number of slots in the buffer, is determined by the Maximum jitter buffer (milliseconds) field configuration on the Audio Parameters page.

- Arranges the RTP packets in the correct order by doing the following:
  - Reading the sequence number in each packet.
  - Inserting each packet into a buffer slot that is determined by the packet’s sequence number and the sequence numbers of the packets already in the buffer.

- In 20 ms intervals, plays out each RTP packet in the correct sequence order.
  - If an RTP packet is missing from a buffer slot that is about to be played, the mixer inserts a packet loss concealment (PLC) packet in place of the missing packet. PLC prevents the listener from hearing clicks and pops caused by missing RTP packets.
  - If a missing RTP packet arrives after its slot has been played, then the packet is discarded. 
About Voice Activity Detection Support

The mixer supports bandwidth-saving voice activity detection (VAD). With VAD, RTP packets are sent only when the audio reaches a certain level, such as when a caller talks. When the caller stops talking, a Silence Insertion Descriptor (SID) packet is sent to notify the receiver that a subsequent gap in RTP packets is caused by silence on the call, as opposed to serious network delay. If the last packet in a stream of RTP packets is a SID, then the receiver knows not to count the subsequent gap as jitter and to locally generate and play comfort noise to fill the gap.

How to Configure Scheduled and Reservationless Meetings

Topics in this section include:

- Configuring System-Wide Parameters for Scheduled and Reservationless Meetings, page 5-13
- Configuring Reservationless Meetings, page 5-14
- Enabling Users to Reserve Voice Ports for Scheduled Meetings, page 5-15
- Enabling Users to Reserve Web Ports for Scheduled Meetings, page 5-16
- Configuring Zero-Port Voice Meetings, page 5-17
- Configuring Web-Only Meetings, page 5-18
- Configuring Continuous Meetings, page 5-20
- Configuring Direct Meeting Dial-In, page 5-21
- Displaying Meeting Times Using a 12- or 24-Hour Clock, page 5-21
- Configuring Audio Parameters, page 5-22
Configuring System-Wide Parameters for Scheduled and Reservationless Meetings

This topic describes how to configure parameters for scheduled and reservationless meetings.

**Note**
If you instead want to configure ad hoc conferencing, then see the “How to Configure Ad Hoc Conferencing” section on page 6-6.

**Before You Begin**
- See the “Prerequisites for Scheduled and Reservationless Meetings” section on page 5-2.
- If you plan to enable and configure reservationless meetings, read the “Information About Reservationless Meetings” section on page 5-6.
- Read the “Recommended Port Configurations for Scheduled and Reservationless Meetings” section on page 5-9.

**Procedure**

**Step 1** Log in to Cisco Unified MeetingPlace Express.
**Step 2** At the top of the page, click **Administration**.
**Step 3** On the left side of the page:
  a. Click **System Configuration**.
  b. Click **Meeting Configuration**.
**Step 4** Enter or change the values in the fields, which are described in the “Fields on the Meeting Configuration Page” section on page C-98.
**Step 5** Click **Save**.
**Step 6** Proceed to the following tasks, depending on which user privileges and types of meetings you want to enable on your system:
  - Configuring Reservationless Meetings, page 5-14
  - Enabling Users to Reserve Voice Ports for Scheduled Meetings, page 5-15
  - Enabling Users to Reserve Web Ports for Scheduled Meetings, page 5-16
  - Configuring Zero-Port Voice Meetings, page 5-17
  - Configuring Web-Only Meetings, page 5-18
  - Configuring Continuous Meetings, page 5-20

**Related Topics**
- Information About Scheduled Meetings, page 5-2
- Information About Reservationless Meetings, page 5-6
Configuring Reservationless Meetings

This topic describes how to configure reservationless meetings on your system.

Before You Begin

Complete the task described in the “Configuring System-Wide Parameters for Scheduled and Reservationless Meetings” section on page 5-13.

Procedure

Step 1 Log in to Cisco Unified MeetingPlace Express.
Step 2 Click Administration at the top of the page.
Step 3 On the left side of the page, click Meeting Configuration.
Step 4 In the Meeting Configuration page, configure the following fields:
  - Enable reservationless—Select Yes.
  - Maximum ports per meeting for Reservationless—Optional.
  - Reservationless: Allow 3rd party initiate—Optional.
  - Reservationless: Bill 3rd party initiator—Optional.
Step 5 Click Save.
Step 6 On the left side of the page, click User Configuration.
Step 7 Take one of the following actions:
  - To configure a user group, click User Group Management.
  - To configure an individual user profile, click User Profile Management.
Step 8 Take one of the following actions:
  - To configure an existing user group or user profile, click Edit.
  - To configure a new user group or user profile, click Add New. Configure the required fields, which are marked with an asterisk.
Step 9 To enable the user or user group to set up and own reservationless meetings, configure one of the following fields:
  - Use reservationless (user group)—Select Yes.
  - Use reservationless (user profile)—Select Yes.

Note To prevent some users from setting up and owning reservationless meetings, set the previous field to No in their user groups or user profiles.

Step 10 (Optional) To improve the security of your system by requiring meeting passwords for all meetings that are owned by the user or user group, configure one of the following fields:
  - Password required (user group)—Select Yes.
  - Password required (user profile)—Select Yes.
Chapter 5      Configuring Scheduled and Reservationless Meetings for Cisco Unified MeetingPlace Express

How to Configure Scheduled and Reservationless Meetings

Note
Setting the previous field to Yes makes it more difficult for your users to join reservationless meetings.

Step 11  Click Save.
Step 12  Repeat Step 6 through Step 11 for all user groups and user profiles for which you want to enable reservationless meetings.

Related Topics
- Information About Reservationless Meetings, page 5-6
- How to Configure Scheduled and Reservationless Meetings, page 5-12
- Fields on the Add User Group Page, page C-10
- Fields on the Add User Profile Page, page C-16

Enabling Users to Reserve Voice Ports for Scheduled Meetings

This task describes how to enable users to reserve voice ports while scheduling meetings.

Before You Begin
Complete the task described in the “Configuring System-Wide Parameters for Scheduled and Reservationless Meetings” section on page 5-13.

Procedure

Step 1  Log in to Cisco Unified MeetingPlace Express.
Step 2  Click Administration at the top of the page.
Step 3  On the left side of the page, click User Configuration.
Step 4  Take one of the following actions:
- To configure a user group, click User Group Management.
- To configure an individual user profile, click User Profile Management.
Step 5  Take one of the following actions:
- To configure an existing user group or user profile, click Edit.
- To configure a new user group or user profile, click Add New. Configure the required fields, which are marked with an asterisk.
Step 6  Configure one of the following fields:
- Reserve voice licenses when setting up meetings (user group)—Select Yes.
- Reserve voice licenses when setting up meetings (user profile)—Select Yes.

Note
Changes to these fields are applied to each user after the user next logs in to Cisco Unified MeetingPlace Express. Therefore, if a user is logged in when this field is modified, the previous setting applies until the user logs out and logs back in.
Chapter 5 Configuring Scheduled and Reservationless Meetings for Cisco Unified MeetingPlace Express

### How to Configure Scheduled and Reservationless Meetings

#### Step 7
Click Save.

#### Step 8
Repeat Step 3 through Step 7 for all user groups and user profiles for which you want to enable voice port reservations.

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### Related Topics

- About Voice Ports for Scheduled and Reservationless Meetings, page 5-7
- How to Configure Scheduled and Reservationless Meetings, page 5-12
- Fields on the Add User Group Page, page C-10
- Fields on the Add User Profile Page, page C-16

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### Enabling Users to Reserve Web Ports for Scheduled Meetings

This task describes how to enable users to reserve web ports while scheduling meetings.

**Before You Begin**

- Complete the task described in the “Configuring System-Wide Parameters for Scheduled and Reservationless Meetings” section on page 5-13.
- If your system has fewer available web ports than voice ports, then perform this task only for a limited number of your end users. For most of your end users, set the Host web meetings with field to “Participant list only (no licenses required).” This configuration helps to keep web ports available for the users who need the full web meeting room to share files or applications.
- If you want all or most users to be able to schedule full web meetings, then make sure that an equal number of web ports and voice ports are available on your system. See the “Information About Ports for Scheduled and Reservationless Meetings” section on page 5-7.
- If you install the systemsoftware license and integrate Cisco Unified MeetingPlace Express with Cisco Unified Personal Communicator, then make sure that you have enough web ports on your Cisco Unified MeetingPlace Express system to accommodate both of the following types of web meetings:
  - Web-only meetings that are initiated through Cisco Unified Personal Communicator
  - Full web meetings that are initiated through Cisco Unified MeetingPlace Express

**Procedure**

#### Step 1
Log in to Cisco Unified MeetingPlace Express.

#### Step 2
Click Administration at the top of the page.

#### Step 3
On the left side of the page, click User Configuration.

#### Step 4
Take one of the following actions:
- To configure a user group, click User Group Management.
- To configure an individual user profile, click User Profile Management.
Step 5  Take one of the following actions:

- To configure an existing user group or user profile, click Edit.
- To configure a new user group or user profile, click Add New. Configure the required fields, which are marked with an asterisk.

Step 6  Configure one of the following fields:

- Host web meetings with (user group)—Select Full meeting room (licenses required).
- Host web meetings with (user profile)—Select Full meeting room (licenses required).

Note  Changes to these fields are applied to each user after the user next logs in to Cisco Unified MeetingPlace Express. Therefore, if a user is logged in when this field is modified, the previous setting applies until the user logs out and logs back in.

Step 7  Click Save.

Step 8  Repeat Step 3 through Step 7 for all user groups and user profiles for which you want to enable web port reservations.

Related Topics

- About Web Ports for Scheduled and Reservationless Meetings, page 5-8
- How to Configure Scheduled and Reservationless Meetings, page 5-12
- Fields on the Add User Group Page, page C-10
- Fields on the Add User Profile Page, page C-16
- Integrating Cisco Unified MeetingPlace Express With Cisco Unified Personal Communicator, page A-1

Configuring Zero-Port Voice Meetings

This task describes how to enable users to schedule only zero-port voice meetings.

Before You Begin

Complete the task described in the “Configuring System-Wide Parameters for Scheduled and Reservationless Meetings” section on page 5-13.

Procedure

Step 1  Log in to Cisco Unified MeetingPlace Express.

Step 2  Click Administration at the top of the page.

Step 3  On the left side of the page, click User Configuration.

Step 4  Take one of the following actions:

- To configure a user group, click User Group Management.
- To configure an individual user profile, click User Profile Management.
How to Configure Scheduled and Reservationless Meetings

Chapter 5
Configuring Scheduled and Reservationless Meetings for Cisco Unified MeetingPlace Express

How to Configure Scheduled and Reservationless Meetings

Step 5
Take one of the following actions:

- To configure an existing user group or user profile, click **Edit**.
- To configure a new user group or user profile, click **Add New**. Configure the required fields, which are marked with an asterisk.

Step 6
Configure one of the following fields:

- **Host web meetings with** (user group)—Select **Participant list only (no licenses required)**.
- **Host web meetings with** (user profile)—Select **Participant list only (no licenses required)**.

**Note**
Changes to these fields are applied to each user after the user next logs in to Cisco Unified MeetingPlace Express. Therefore, if a user is logged in when this field is modified, the previous setting applies until the user logs out and logs back in.

Step 7
Configure one of the following fields:

- **Reserve voice licenses when setting up meetings** (user group)—Select **No**.
- **Reserve voice licenses when setting up meetings** (user profile)—Select **No**.

**Note**
Changes to these fields are applied to each user after the user next logs in to Cisco Unified MeetingPlace Express. Therefore, if a user is logged in when this field is modified, the previous setting applies until the user logs out and logs back in.

Step 8
Click **Save**.

Step 9
Repeat Step 3 through Step 8 for all user groups and user profiles for which you want to enable the scheduling of zero-port meetings only.

Related Topics

- About Zero-Port Voice Meetings, page 5-3
- How to Configure Scheduled and Reservationless Meetings, page 5-12
- Fields on the Add User Group Page, page C-10
- Fields on the Add User Profile Page, page C-16

Configuring Web-Only Meetings

This task describes how to enable users to schedule only web-only meetings.

Before You Begin

Complete the task described in the “Configuring System-Wide Parameters for Scheduled and Reservationless Meetings” section on page 5-13.

Procedure

Step 1
Log in to Cisco Unified MeetingPlace Express.

Step 2
Click **Administration** at the top of the page.
Step 3  On the left side of the page, click **User Configuration**.

Step 4  Take one of the following actions:
- To configure a user group, click **User Group Management**.
- To configure an individual user profile, click **User Profile Management**.

Step 5  Take one of the following actions:
- To configure an existing user group or user profile, click **Edit**.
- To configure a new user group or user profile, click **Add New**. Configure the required fields, which are marked with an asterisk.

Step 6  Configure one of the following fields:
- **Host web meetings with** (user group)—Select **Full meeting room (licenses required)**.
- **Host web meetings with** (user profile)—Select **Full meeting room (licenses required)**.

**Note**  Changes to these fields are applied to each user after the user next logs in to Cisco Unified MeetingPlace Express. Therefore, if a user is logged in when this field is modified, the previous setting applies until the user logs out and logs back in.

Step 7  Configure one of the following fields:
- **Reserve voice licenses when setting up meetings** (user group)—Select **No**.
- **Reserve voice licenses when setting up meetings** (user profile)—Select **No**.

**Note**  Changes to these fields are applied to each user after the user next logs in to Cisco Unified MeetingPlace Express. Therefore, if a user is logged in when this field is modified, the previous setting applies until the user logs out and logs back in.

Step 8  Click **Save**.

Step 9  Repeat **Step 3** through **Step 8** for all user groups and user profiles for which you want to enable the scheduling of web-only meetings only.

**Related Topics**
- **About Web-Only Meetings**, page 5-4
- **How to Configure Scheduled and Reservationless Meetings**, page 5-12
- **Fields on the Add User Group Page**, page C-10
- **Fields on the Add User Profile Page**, page C-16
Configuring Continuous Meetings

This task describes how to enable users to schedule continuous meetings.

**Before You Begin**
- By performing this task, you grant system administrator privileges to the specified users. See the “About System Administrators” section on page 8-10.
- Complete the task described in the “Configuring System-Wide Parameters for Scheduled and Reservationless Meetings” section on page 5-13.

**Procedure**

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Log in to Cisco Unified MeetingPlace Express.</td>
</tr>
<tr>
<td>Step 2</td>
<td>Click <strong>Administration</strong> at the top of the page.</td>
</tr>
</tbody>
</table>
| Step 3 | On the left side of the page:  
  a. Click **User Configuration**.  
  b. Click **User Profile Management**. |
| Step 4 | Take one of the following actions:  
  a. To configure an existing user profile, click **Edit**.  
  b. To configure a new user profile, click **Add New**. Configure the required fields, which are marked with an asterisk. |
| Step 5 | Configure the following field:  
  a. **Type of user** (user profile)—Select **System Mgr**. |
| Step 6 | Click **Save**. |
| Step 7 | Repeat **Step 3** through **Step 6** for all user profiles for which you want to enable the scheduling of continuous meetings. |

**Related Topics**
- **About Continuous Meetings**, page 5-5
- **How to Configure Scheduled and Reservationless Meetings**, page 5-12
- **Fields on the Add User Group Page**, page C-10
- **Fields on the Add User Profile Page**, page C-16
Configuring Direct Meeting Dial-In

This topic describes how to configure a phone number to directly connect callers to a specific meeting ID. You can create up to twelve such dialing groups.

Before You Begin

Before callers can successfully use a direct meeting dial-in number, you need to configure your call-control device so that calls placed to that phone number are routed to Cisco Unified MeetingPlace Express. For example, if you use Cisco Unified CallManager as your call-control device, then you need to add the direct meeting dial-in number as a route pattern to the Cisco Unified CallManager configuration database.

Procedure

Step 1 Log in to Cisco Unified MeetingPlace Express.
Step 2 Click Administration at the top of the page.
Step 3 On the left side of the page:
   a. Click System Configuration.
   b. Click Call Configuration.
   c. Click Dial Configuration.
Step 4 In the Dial Configuration page, click Edit on one of the twelve Direct Meeting Dial-in table rows. Choose an empty row or a direct meeting dial-in phone number that you know is now obsolete.
Step 5 In the Dial Configuration Details page, enter the phone number and the meeting ID that you want the phone number to access directly.
Step 6 Click Save.

Related Topics

- About Direct Meeting Dial-In, page 5-10
- About This Page: Dial Configuration, page C-42
- About This Page: Dial Configuration Details, page C-43
- Configuring Call-Control Integration for Cisco Unified MeetingPlace Express, page 7-1

Displaying Meeting Times Using a 12- or 24-Hour Clock

This topic describes how to display meeting times using either a 12-hour clock or a 24-hour clock.

Procedure

Step 1 Log in to Cisco Unified MeetingPlace Express.
Step 2 At the top of the page, click Administration.
**Step 3** On the left side of the page:
   a. Click **System Configuration**.
   b. Click **Usage Configuration**.

**Step 4** In the **24 hour time** field, perform one of the following actions:
   - Select No to display meeting times by a 12-hour clock.
   - Select Yes to display meeting times by a 24-hour clock.

**Step 5** Click **Save**.

---

**Related Topics**
- About This Page: Usage Configuration, page C-144
- Information About Scheduled Meetings, page 5-2
- Configuring System-Wide Parameters for Scheduled and Reservationless Meetings, page 5-13

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**Configuring Audio Parameters**

This topic describes how to configure parameters that affect the sound quality that end users experience during meetings.

**Procedure**

**Step 1** Log in to Cisco Unified MeetingPlace Express.
**Step 2** Click **Administration** at the top of the page.
**Step 3** On the left side of the page:
   a. Click **System Configuration**.
   b. Click **Call Configuration**.
   c. Click **Audio Parameters**.
**Step 4** Configure the fields, which are described in the “Fields on the Audio Parameters Page” section on page C-28.
**Step 5** Click **Save**.

---

**Related Topics**
- Information About the Audio Mixer, page 5-11
- Running a Report about the Audio Mixer and Video Mixer, page 10-15
- About This Page: Audio Parameters, page C-28
Configuring Ad Hoc Conferencing for Cisco Unified MeetingPlace Express VT

Revised: October 13, 2006, OL-11374-01

This chapter describes how to configure ad hoc voice, video, and web conferencing. Ad hoc conferences are initiated only through product end-user interfaces other than Cisco Unified MeetingPlace Express. In contrast, scheduled and reservationless meetings are set up and accessed only through Cisco Unified MeetingPlace Express end-user interfaces, either over the phone or web.

The content in this chapter applies in the following cases:

- You have a Cisco Unified MeetingPlace Express VT system.
- You have a Cisco Unified MeetingPlace Express system but want to experiment with the ad hoc voice, video, and web conferencing features. Note that license and port restrictions apply.

Note

If you instead want to set up your system for scheduled and reservationless meetings, see Chapter 5, “Configuring Scheduled and Reservationless Meetings for Cisco Unified MeetingPlace Express.”

Topics in this section include:

- Prerequisites for Ad Hoc Conferencing, page 6-1
- Restrictions for Ad Hoc Conferencing, page 6-2
- Information About Ad Hoc Conferencing, page 6-2
- How to Configure Ad Hoc Conferencing, page 6-6

Prerequisites for Ad Hoc Conferencing

- If you want to use your system primarily for ad hoc conferencing, then purchase the Cisco Unified MeetingPlace Express VT product offering, and install the following licenses:
  - adhocsystemsoftware
  - maxadhoc (for voice ports)
  - webconf (for web ports)
  - stdvideoconf (for video ports)

Otherwise, your system comes equipped with only the default six ad hoc voice, video, or web ports. Note also that the default web ports expire after a trial period, unless you install the webconf license.
Chapter 6 Configuring Ad Hoc Conferencing for Cisco Unified MeetingPlace Express VT

Restrictions for Ad Hoc Conferencing

The following restrictions apply to ad hoc conferencing:

- Only Cisco Unified CallManager Release 4.1 and later releases are supported.
- Video restrictions are described in the “Restrictions for Ad Hoc Video” section on page 6-5.
- Ad hoc conferences are not recorded in billing reports.
- Ad hoc conferences do not appear on the Attend or Find Meeting end-user web pages.

Related Topics

- Configuring Ad Hoc Conferencing for Cisco Unified MeetingPlace Express VT, page 6-1

Information About Ad Hoc Conferencing

Ad hoc conferences are initiated through the end-user interfaces of products other than Cisco Unified MeetingPlace Express. For example, you can initiate either a voice-only or a voice-and-video ad hoc conference by using the “Meet-Me” button or the “Conf” button on Cisco Unified IP Phones that are registered to Cisco Unified CallManager. You can also initiate voice, video, and web conferences through Cisco Unified Personal Communicator.

In contrast, scheduled and reservationless meetings are set up and accessed only through Cisco Unified MeetingPlace Express end-user interfaces, over either the phone or the web. For information about scheduled and reservationless meetings, see the following sections:

- Information About Scheduled Meetings, page 5-2
- Information About Reservationless Meetings, page 5-6
Provide ad hoc conferencing for the following endpoints by configuring your Cisco Unified MeetingPlace Express server as a Cisco video conference bridge in Cisco Unified CallManager:

- Cisco Unified Personal Communicator—voice, video, and web.
  

- All voice and video endpoints that support Cisco Unified CallManager meet-me and ad hoc conferences—voice and video only.
  

**Note**

For more information about ad hoc conferencing features and benefits, see the data sheet for Cisco Unified MeetingPlace Express VT at the following URL: http://www.cisco.com/en/US/products/ps6533/products_data_sheets_list.html

Topics in this section include:

- About Web Ports for Ad Hoc Conferencing, page 6-3
- About Voice Ports for Ad Hoc Conferencing, page 6-4
- About Video Ports for Ad Hoc Conferencing, page 6-4
- About Ad Hoc Video, page 6-5

**About Web Ports for Ad Hoc Conferencing**

The number of available ad hoc web ports on the system is equal to the lesser port count of the installed webconf license and maxadhoc license.

Ad hoc web ports are utilized only when all of the following conditions are met:

- The adhocsystemsoftware license is installed on the Cisco Unified MeetingPlace Express system.
- Cisco Unified MeetingPlace Express is integrated with Cisco Unified Personal Communicator.
- Cisco Unified Personal Communicator users add web conferencing to their conversations.

Related Topics

- About Licenses, page 3-2
- Integrating Cisco Unified MeetingPlace Express With Cisco Unified Personal Communicator, page A-1
- Information About Ad Hoc Conferencing, page 6-2
Information About Ad Hoc Conferencing

About Voice Ports for Ad Hoc Conferencing

The number of available ad hoc voice ports on the system is determined by the installed maxadhoc license port count.

Ad hoc voice ports are utilized in the following situations:

- One port is utilized for each endpoint that is conferenced into a voice call that includes three or more endpoints. Note that a direct, voice-only call between two endpoints does not utilize any ad hoc voice ports.
- One port becomes utilized when a Cisco Unified IP Phone creates a meet-me conference.
- For each additional endpoint that calls into the meet-me conference, another port becomes utilized.
- One voice port is utilized for each utilized video port.

Related Topics
- About Licenses, page 3-2
- Information About Ad Hoc Conferencing, page 6-2
- About This Page: Ad Hoc Conferencing Configuration, page C-3
- Configuring Ad Hoc Conferencing for Cisco Unified MeetingPlace Express VT, page 6-1

About Video Ports for Ad Hoc Conferencing

The number of available ad hoc video ports on the system is determined by the maxadhoc and the stdvideoconf license port count. One ad hoc video port is utilized for each video endpoint in a call.

The actual number of usable ad hoc video ports on the system depends on what Video maximum bit rate you have configured:

- At the default bit rate of 320 kbps, the number of usable of ad hoc video ports is equal to the installed stdvideoconf license port count.
- If you decrease the Video maximum bit rate, the number of usable of ad hoc video ports stays at the installed stdvideoconf license port count.
- If you increase the Video maximum bit rate to 704 kbps, then the system decreases the number of available ad hoc video ports according to the following formula:

  \[
  \text{number of available ad hoc video ports} = \frac{\text{maxadhoc license port count}}{3}
  \]

  For example, if the maxadhoc license port count is set to 60 and the Video maximum bit rate is increased to 704, then the number of available ports is 20.

  **Note** This change only takes affect after you save the values on the Ad Hoc Conferencing Configuration page.

- If you do not install the stdvideoconf license, then the default six video ports are not affected by changes to the Video maximum bit rate.

To display the number of ad hoc video ports that are currently available on your system, see the Max streams supported at this bit rate read-only field on the Ad Hoc Conferencing Configuration page.
About Ad Hoc Video

Cisco Unified MeetingPlace Express includes a software-based video mixer that switches the video streams based on the current active speaker, as determined by the software-based audio mixer on the same server. The voice-activated display includes only one video stream at a time (1x1 layout) using Common Intermediate Format (CIF) dimensions.

The video stream of the active speaker is sent to all endpoints in the conference, and the video stream of the previous speaker is sent to the current active speaker. When only one endpoint is in the conference, then that endpoint displays its own video stream.

Restrictions for Ad Hoc Video

- In each video conference, all participating endpoints are dynamically adjusted to use the same video bit rate. If participants join the conference using different video bit rates, then Cisco Unified MeetingPlace Express sends flow-control messages that instruct endpoints to lower their bit rates to match the lowest-speed endpoint.
- All participating video endpoints are dynamically adjusted to use the codec that is configured in the Video codec field. Video endpoints that do not support the configured codec cannot join any video conferences.

Recommendations for Ad Hoc Video

The video mixer switches the video stream to the current active speaker, which is the loudest speaker as determined by the audio mixer. Therefore, users in a video call may experience poor or confusing video switching results if any participating endpoints generate loud background noises.

Provide the following recommendations to end users that may participate in video calls:
If you are only listening (and not speaking), then mute your phone.

Do not use a speakerphone, which may generate echoes, ringing sounds, or audio feedback.

If you use a microphone that is built into your video camera, then keep the camera away from fans, vents, and other sources of noise.

For softphones, such as Cisco Unified Personal Communicator with a Cisco VT Camera or Cisco IP Communicator with Cisco Unified Video Advantage:

- Do not use the microphone that is built into your computer. These microphones tend to pick up a lot of background noise.
- We highly recommend that you use a headset that is equipped with a microphone.
- Whenever multiple microphones are available, make sure that your computer and video endpoint are configured to use the desired microphone.

For example, suppose that you use Cisco Unified Personal Communicator with a Cisco VT Camera on a Windows XP system, and that you have a headset that is equipped with a microphone. To make sure that your system is configured to use the headset microphone, choose Start > Control Panel > Sounds and Audio Devices. Then click the Audio tab, and make sure that your headset is selected as the sound recording device.

See the documentation for your specific endpoint product to optimize audio settings and resolve audio problems.

Related Topics

- About Ad Hoc Video, page 6-5
- Information About the Audio Mixer, page 5-11
- Information About Ad Hoc Conferencing, page 6-2
- Fields on the Ad Hoc Conferencing Configuration Page, page C-4

How to Configure Ad Hoc Conferencing

To configure ad hoc conferencing, you must configure both Cisco Unified CallManager and Cisco Unified MeetingPlace Express. Once both products are configured, Cisco Unified MeetingPlace Express registers with Cisco Unified CallManager to report the number of video ports that can be supported, the configured video codec to use, and the configured minimum and maximum video bit rates. Similarly, Cisco Unified CallManager sends Cisco Unified MeetingPlace Express an XML configuration file that contains the parameters that you configure in Cisco Unified CallManager.

Topics in this section include:

- Configuring Cisco Unified MeetingPlace Express for Ad Hoc Conferencing, page 6-7
- Configuring Cisco Unified CallManager to Use Cisco Unified MeetingPlace Express as a Conference Bridge, page 6-8
Configuring Cisco Unified MeetingPlace Express for Ad Hoc Conferencing

This topic describes how to configure ad hoc conferencing on the Cisco Unified MeetingPlace Express server.

Before You Begin
Read the following sections:

- Prerequisites for Ad Hoc Conferencing, page 6-1
- Restrictions for Ad Hoc Conferencing, page 6-2

Caution
Changing these configuration parameters causes the Cisco Unified MeetingPlace Express system to clear all active calls and meetings. The system then cancels the current registration with Cisco Unified CallManager and reregisters using the new configuration parameters.

Procedure

Step 1 Log in to Cisco Unified MeetingPlace Express.

Step 2 Click Administration at the top of the page.

Step 3 On the left side of the page:
   a. Click System Configuration.
   b. Click Call Configuration.
   c. Click Ad Hoc Conferencing Configuration.

Step 4 Enter or change the values in the fields, which are described in the “Fields on the Ad Hoc Conferencing Configuration Page” section on page C-4.
   At a minimum, configure the following fields:
   - SCCP enabled—Select Yes.
   - Primary TFTP server—Enter the IP address of the primary Cisco Unified CallManager server on which the TFTP service is running.
   - Backup TFTP server 1—Enter the IP address of a backup Cisco Unified CallManager server on which the TFTP service is running.

Step 5 Write down or copy the value in the MAC address field, which you need to add the Cisco Unified MeetingPlace Express server to the conference bridge in Cisco Unified CallManager.

Step 6 Click Save.

Step 7 Proceed to the “Configuring Cisco Unified CallManager to Use Cisco Unified MeetingPlace Express as a Conference Bridge” section on page 6-8.

Related Topics
- Information About Ad Hoc Conferencing, page 6-2
- Information About Integration With Cisco Unified CallManager, page 7-1
- About This Page: Ad Hoc Conferencing Configuration, page C-3
How to Configure Ad Hoc Conferencing

Configuring Cisco Unified CallManager to Use Cisco Unified MeetingPlace Express as a Conference Bridge

This topic describes how to configure the Cisco Unified CallManager server to identify the Cisco Unified MeetingPlace Express server as a Cisco video conference bridge.

Before You Begin

- Read the following sections:
  - Prerequisites for Ad Hoc Conferencing, page 6-1
  - Restrictions for Ad Hoc Conferencing, page 6-2
- Complete the task described in the “Configuring Cisco Unified MeetingPlace Express for Ad Hoc Conferencing” section on page 6-7.
- This task is performed in the Cisco Unified CallManager Administration pages. Because the pages and menus vary by Cisco Unified CallManager release, you may need to see the Cisco Unified CallManager Administration online help for more accurate step-by-step instructions than those provided in this procedure. The following procedure refers to Cisco Unified CallManager release 4.1.

Procedure

Step 1. Go to http://ccm-server/ccmadmin/main.asp, where ccm-server is the fully qualified domain name or IP address of the Cisco Unified CallManager server.

Step 2. Log in with your Cisco Unified CallManager administrator username and password.

Step 3. In the menu at the top of the Cisco Unified CallManager Administration page, click Service > Media Resource > Conference Bridge.

Step 4. In the top right corner of the page, click Add a New Conference Bridge.

Step 5. Select the Cisco Video Conference Bridge (IPVC-35xx) type.

Step 6. In the Conference Bridge Configuration page, configure the fields described in Table 6-1.

Table 6-1 Fields for Adding A New Conference Bridge to Cisco Unified CallManager

<table>
<thead>
<tr>
<th>Conference Bridge Configuration Field</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC Address</td>
<td>Enter the Cisco Unified MeetingPlace Express MAC address, which you obtained in Step 5 of the “Configuring Cisco Unified MeetingPlace Express for Ad Hoc Conferencing” section on page 6-7. Or see the “Determining the MAC Address of your System” section on page 3-6. Example: 1231123245AB</td>
</tr>
<tr>
<td>Device Pool</td>
<td>If no device pools are defined, then select Default. If the Cisco Unified CallManager deployment utilizes customer-defined device pools, then either create a new device pool or choose an existing device pool for a region with a codec that is compatible with the conferencing bridge. Currently, Cisco Unified MeetingPlace Express supports only the G.711 audio codec. The device pool specifies a collection of properties for this device including Cisco Unified CallManager Group, Date/Time Group, and Region.</td>
</tr>
</tbody>
</table>
Step 7  (Optional) Configure the fields in the Product Specific Configuration area.

To view field descriptions and help for product-specific configuration items, click the “i” information icon to the right of the Product Specific Configuration heading to display help in a popup dialog box.

The Registration Info fields are used to create an XML configuration file that is automatically downloaded and used to configure Cisco Unified MeetingPlace Express during registration with Cisco Unified CallManager.

Step 8  Click Insert.

At this point in the configuration process, Cisco Unified MeetingPlace Express registers with Cisco Unified CallManager. Once the Status field displays “Registered” on the Ad Hoc Conferencing Configuration page in the Administration Center, the Cisco Unified MeetingPlace Express conference bridge becomes available for Cisco Unified CallManager ad hoc conferences.

If you also want to enable Cisco Unified CallManager meet-me conferences, then proceed to the following step.

Step 9  (Optional) Configure the Cisco Unified MeetingPlace Express conference bridge to be used for meet-me conferences by completing the following high-level tasks in Cisco Unified CallManager:

a. Add or update one or more meet-me number patterns.

b. Add or update a media resource group (MRG) to include the MAC Address that you configured in Step 6.

c. Add or update a media resource group list (MRGL) to include the MRG that you configured in Step 9b.

Note  Cisco Unified CallManager always uses the first resource found in the MRGL. If a voice-only conference bridge is placed at the top of the MRGL, then Cisco Unified CallManager Express always uses that conference resource first, even if the call requires video. Therefore, position this MRG at the top (highest-priority position) of the MRGL.

d. Configure each phone (voice or video endpoint) to the MRGL that you configured in Step 9c.

For details on completing these high-level tasks, see the administration guide and system guide for your specific Cisco Unified CallManager release. You can find this documentation at http://www.cisco.com/en/US/products/sw/voicesw/ps556/prod_maintenance_guides_list.html.

Related Topics
- Information About Ad Hoc Conferencing, page 6-2
- Information About Integration With Cisco Unified CallManager, page 7-1
- About This Page: Ad Hoc Conferencing Configuration, page C-3

What to Do Next
If your end users might make video calls, then see the “Recommendations for Ad Hoc Video” section on page 6-5.
Configuring Call-Control Integration for Cisco Unified MeetingPlace Express

Revised: October 18, 2006, OL-11374-01

This chapter describes how to integrate your system with specific call-control devices that can route calls to and from Cisco Unified MeetingPlace Express. Topics in this section include:

- Information About Integration With Cisco Unified CallManager, page 7-1
- Information About Integration with Cisco Unified CallManager Express and Other Standards-Based H.323 Call Control Devices, page 7-20
- Information About Integration With a Call-Control Device Through a Gatekeeper, page 7-27
- Information About Integration in a SIP Environment, page 7-39

The content in this chapter applies only to the Cisco Unified MeetingPlace Express system and not to the Cisco Unified MeetingPlace Express VT system.

Information About Integration With Cisco Unified CallManager

We recommend that you use Cisco Unified CallManager to provide call-control and other services for Cisco Unified MeetingPlace Express and your IP telephony network.

<table>
<thead>
<tr>
<th>Integration Options</th>
<th>Where to Find Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Call-Control Environment Options</strong></td>
<td></td>
</tr>
<tr>
<td>(Recommended) Integration in an H.323 environment with a gatekeeper.</td>
<td>Information About Integration With a Call-Control Device Through a Gatekeeper, page 7-27</td>
</tr>
<tr>
<td>Integration in an H.323 environment without a gatekeeper.</td>
<td>Configuring the Cisco Unified CallManager Integration Without a Gatekeeper, page 7-2</td>
</tr>
<tr>
<td>Integration in a SIP environment.</td>
<td>Information About Integration in a SIP Environment, page 7-39</td>
</tr>
<tr>
<td><strong>Feature and Service Options</strong></td>
<td></td>
</tr>
<tr>
<td>Cisco Unified MeetingPlace Express service for the Cisco Unified IP Phone</td>
<td>About Cisco Unified IP Phone Services, page 7-7</td>
</tr>
</tbody>
</table>
Chapter 7      Configuring Call-Control Integration for Cisco Unified MeetingPlace Express

Information About Integration With Cisco Unified CallManager

Topics in this section include:

- Configuring the Cisco Unified CallManager Integration Without a Gatekeeper, page 7-2
- About Cisco Unified IP Phone Services, page 7-7
- About User Authentication By an External Directory, page 7-13

Configuring the Cisco Unified CallManager Integration Without a Gatekeeper

This topic describes how to integrate Cisco Unified CallManager with Cisco Unified MeetingPlace Express in an H.323 environment. In this method, Cisco Unified MeetingPlace Express is configured as a gateway to Cisco Unified CallManager. No gatekeeper is used in this setup.

Prerequisites

- Verify that your Cisco Unified CallManager release and Cisco Unified MeetingPlace Express release are compatible. See the Release Notes for Cisco Unified MeetingPlace Express.
- Verify that your IP telephony network is already set up and working properly. For example:
  - Verify that the Cisco Unified IP Phones are properly connected and added to the Cisco Unified CallManager database.
  - Verify that you can place and receive internal and external calls on the Cisco Unified IP Phones.

Required Tasks

To integrate Cisco Unified MeetingPlace Express with Cisco Unified CallManager in an H.323 environment without a gatekeeper, complete the following tasks:

- Configuring Cisco Unified CallManager: Adding the Gateway and Route Pattern, page 7-2
- Configuring Cisco Unified MeetingPlace Express: Connecting to Cisco Unified CallManager, page 7-6

Configuring Cisco Unified CallManager: Adding the Gateway and Route Pattern

This topic describes how to identify Cisco Unified MeetingPlace Express as a gateway in the Cisco Unified CallManager configuration database. This topic also describes how to enable Cisco Unified CallManager to route calls to Cisco Unified MeetingPlace Express by associating a phone number with the gateway. This association is called a route pattern.
Before You Begin

- See the Prerequisites and other information in the “Configuring the Cisco Unified CallManager Integration Without a Gatekeeper” section on page 7-2.
- This task is performed in the Cisco Unified CallManager Administration pages. Because the pages and menus vary by Cisco Unified CallManager release, you may need to see the Cisco Unified CallManager Administration online help for more accurate step-by-step instructions than those provided in this procedure. The following procedure refers to Cisco Unified CallManager release 4.1.

Procedure

**Step 1**  Go to http://ccm-server/ccmadmin/main.asp, where ccm-server is the fully qualified domain name or IP address of the Cisco Unified CallManager server.

**Step 2**  Log in with your Cisco Unified CallManager administrator username and password.

**Step 3**  Add the gateway to the Cisco Unified CallManager database by completing the following actions:

- a. In the menu at the top of the Cisco Unified CallManager Administration page, click **Device > Gateway**.
- b. In the top right corner of the page, click **Add a New Gateway**.
- c. Select the **H.323 Gateway** type.
- d. Select the **H.225** device protocol.
- e. Click **Next**.
- f. In the Gateway Configuration page, configure the fields described in Table 7-2.

**Table 7-2  Fields for Adding A New Gateway to Cisco Unified CallManager**

<table>
<thead>
<tr>
<th>Gateway Configuration Field</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Device Name</strong></td>
<td>Enter the IP address or hostname for Port 1 (eth0) of the Cisco Unified MeetingPlace Express server. If you are using DNS, then enter the full server name with the qualifying domain, for example: mpx-server.example.com.</td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td>Enter a short description to distinguish this gateway from other gateways to Cisco Unified CallManager.</td>
</tr>
<tr>
<td><strong>Device Pool</strong></td>
<td>If no device pools are defined, then select Default. If the Cisco Unified CallManager deployment utilizes customer-defined device pools, then either create a new device pool or choose an existing device pool for a region with a codec that is compatible with the conferencing gateway. Currently, Cisco Unified MeetingPlace Express supports only the G.711 audio codec. The device pool specifies a collection of properties for this device including Cisco Unified CallManager Group, Date/Time Group, and Region.</td>
</tr>
</tbody>
</table>
### Information About Integration With Cisco Unified CallManager

If no locations are defined, then keep the default value of **None**.

If the Cisco Unified CallManager deployment utilizes customer-defined locations, then configure this field to avoid conflicts with QoS settings on the WAN. Either create a new location or choose an existing location that represents the conferencing gateway within the corporate WAN.

The location specifies the total bandwidth that is available for calls to and from this location. A location setting of None means that the locations feature does not keep track of the bandwidth that this device consumes.

**Signaling Port**

Keep the default value of **1720**.

**Media Termination Point Required**

Uncheck this check box.

Media Termination Point (MTP) is required only if you have non-G.711 endpoints joining your meetings. In such circumstances, make sure that the Media Resource Group List (MRGL) associated with the Cisco Unified MeetingPlace Express server has a transcoder and that the inter-region setting between the transcoder and the Cisco Unified MeetingPlace Express server is G.711.

**Calling Search Space**

If no calling search spaces (CSSs) are defined, then keep the default value of **None**.

If the Cisco Unified CallManager deployment utilizes customer-defined CSSs, then either create a new CSS or choose an existing CSS that allows the conferencing gateway to dial any numbers that are required to join attendees in to conferences and to reach the Help Desk attendant.

A CSS specifies the collection of Route Partitions that are searched to determine how a collected (originating) number should be routed.

Use the CSS to prevent toll fraud by controlling which dial patterns may be dialed out from Cisco Unified MeetingPlace Express. For example, you can use CSS to block international calls.

**AAR Calling Search Space**

If no AAR CSSs are defined, then keep the default value of **None**.

If the Cisco Unified CallManager deployment utilizes customer-defined CSSs, then choose the appropriate CSS for the device to use when it performs automated alternate routing (AAR). The AAR CSS specifies the collection of route partitions that are searched to determine how to route a collected (originating) number that is otherwise blocked due to insufficient bandwidth.

---

### Table 7-2 Fields for Adding A New Gateway to Cisco Unified CallManager (continued)

<table>
<thead>
<tr>
<th>Gateway Configuration Field</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>If no locations are defined, then keep the default value of <strong>None</strong>. If the Cisco Unified CallManager deployment utilizes customer-defined locations, then configure this field to avoid conflicts with QoS settings on the WAN. Either create a new location or choose an existing location that represents the conferencing gateway within the corporate WAN. The location specifies the total bandwidth that is available for calls to and from this location. A location setting of None means that the locations feature does not keep track of the bandwidth that this device consumes.</td>
</tr>
<tr>
<td>Signaling Port</td>
<td>Keep the default value of <strong>1720</strong>.</td>
</tr>
<tr>
<td>Media Termination Point Required</td>
<td>Uncheck this check box. Media Termination Point (MTP) is required only if you have non-G.711 endpoints joining your meetings. In such circumstances, make sure that the Media Resource Group List (MRGL) associated with the Cisco Unified MeetingPlace Express server has a transcoder and that the inter-region setting between the transcoder and the Cisco Unified MeetingPlace Express server is G.711.</td>
</tr>
<tr>
<td>Calling Search Space</td>
<td>If no calling search spaces (CSSs) are defined, then keep the default value of <strong>None</strong>. If the Cisco Unified CallManager deployment utilizes customer-defined CSSs, then either create a new CSS or choose an existing CSS that allows the conferencing gateway to dial any numbers that are required to join attendees in to conferences and to reach the Help Desk attendant. A CSS specifies the collection of Route Partitions that are searched to determine how a collected (originating) number should be routed. Use the CSS to prevent toll fraud by controlling which dial patterns may be dialed out from Cisco Unified MeetingPlace Express. For example, you can use CSS to block international calls.</td>
</tr>
<tr>
<td>AAR Calling Search Space</td>
<td>If no AAR CSSs are defined, then keep the default value of <strong>None</strong>. If the Cisco Unified CallManager deployment utilizes customer-defined CSSs, then choose the appropriate CSS for the device to use when it performs automated alternate routing (AAR). The AAR CSS specifies the collection of route partitions that are searched to determine how to route a collected (originating) number that is otherwise blocked due to insufficient bandwidth.</td>
</tr>
</tbody>
</table>
g. For all other required fields on the Gateway Configuration page, configure them appropriately for the current Cisco Unified CallManager deployment. For information about each field, see the Cisco Unified CallManager online help or see the administration guide for your specific Cisco Unified CallManager release.

h. Click Insert.

**Step 4** Add the route pattern to the Cisco Unified CallManager database by completing the following actions:

a. In the menu at the top of the Cisco Unified CallManager Administration page, click Route Plan > Route/Hunt > Route Pattern.

b. In the top right corner, click Add a New Route Pattern.

c. In the Route Pattern Configuration page, configure the fields described in Table 7-3.

d. Click Insert to add the route pattern to Cisco Unified MeetingPlace Express.

**Step 5** If you have multiple Cisco Unified MeetingPlace Express access numbers, repeat Step 4 for each access number, including the following:

- Meeting phone numbers entered on the Usage Configuration page
- Direct meeting dial-in numbers

**Step 6** Proceed to the “Configuring Cisco Unified MeetingPlace Express: Connecting to Cisco Unified CallManager” section on page 7-6.

### Table 7-3 Fields for Adding A New Route Pattern to Cisco Unified CallManager

<table>
<thead>
<tr>
<th>Route Pattern Configuration Field</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Route Pattern</td>
<td>Enter the phone number that users will use to call in to Cisco Unified MeetingPlace Express. Do not enter any spaces in this field.</td>
</tr>
<tr>
<td>Gateway or Route List</td>
<td>Select the value that matches the Device Name you entered for the gateway in Step 3f.</td>
</tr>
</tbody>
</table>

**Related Topics**

- Configuring Meeting Phone Numbers and Notification Labels, page 4-7
- Configuring Direct Meeting Dial-In, page 5-21
- Information About Integration With Cisco Unified CallManager, page 7-1
- Configuring the Cisco Unified CallManager Integration Without a Gatekeeper, page 7-2
Configuring Cisco Unified MeetingPlace Express: Connecting to Cisco Unified CallManager

This topic describes how to configure Cisco Unified MeetingPlace Express to connect directly to Cisco Unified CallManager in an H.323 environment.

Before You Begin

- See the Prerequisites and other information in the “Configuring the Cisco Unified CallManager Integration Without a Gatekeeper” section on page 7-2.
- Complete the task described in the “Configuring Cisco Unified CallManager: Adding the Gateway and Route Pattern” section on page 7-2.
- This task is completed in the Cisco Unified MeetingPlace Express Administration Center.
- When you modify the parameters on the H.323 Configuration page, Cisco Unified MeetingPlace Express reinitializes H.323 signaling with the call-control device, for example, Cisco Unified CallManager. During the reinitialization process, which can take up to 2 minutes, calls and voice meetings may be affected.

Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Log in to Cisco Unified MeetingPlace Express.</td>
</tr>
<tr>
<td>Step 2</td>
<td>Click Administration at the top of the page.</td>
</tr>
<tr>
<td>Step 3</td>
<td>On the left side of the page:</td>
</tr>
<tr>
<td></td>
<td>a. Click System Configuration.</td>
</tr>
<tr>
<td></td>
<td>b. Click Call Configuration.</td>
</tr>
<tr>
<td></td>
<td>c. Click H.323 Configuration.</td>
</tr>
<tr>
<td>Step 4</td>
<td>In the H.323 Configuration page, configure the fields in Table 7-4.</td>
</tr>
</tbody>
</table>

Table 7-4 Required Configuration for H.323 Configuration Page on Cisco Unified MeetingPlace Express for Cisco Unified CallManager Integration Without a Gatekeeper

<table>
<thead>
<tr>
<th>H.323 Configuration Page Field</th>
<th>Required Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>H.323 enabled</td>
<td>Yes</td>
</tr>
<tr>
<td>Local H.323 port</td>
<td>1720 (default)</td>
</tr>
<tr>
<td>Use gatekeeper</td>
<td>No</td>
</tr>
<tr>
<td>H.323 gateway 1</td>
<td>IP address of the Cisco Unified CallManager server. If you have a cluster of Cisco Unified CallManager servers, then enter the IP address of the primary call-processing server in the cluster.</td>
</tr>
<tr>
<td>H.323 gateway 2</td>
<td>IP addresses of other Cisco Unified CallManager servers in the cluster that provide call-processing redundancy, if any.</td>
</tr>
<tr>
<td>H.323 gateway 3</td>
<td>Note If the primary Cisco Unified CallManager server goes down, Cisco Unified MeetingPlace Express cannot complete dialed-out calls without a gatekeeper. These fields enable only incoming calls to be routed by the failover Cisco Unified CallManager servers.</td>
</tr>
<tr>
<td>H.323 gateway 4</td>
<td></td>
</tr>
<tr>
<td>H.323 gateway 5</td>
<td></td>
</tr>
</tbody>
</table>
Chapter 7  Configuring Call-Control Integration for Cisco Unified MeetingPlace Express

Information About Integration With Cisco Unified CallManager

Step 5  Click Save.

Step 6  On the left side of the page:
   a. Click System Configuration.
   b. Click Call Configuration.
   c. Click Dial Configuration.

Step 7  In the Dial Configuration Page, configure the Outdials field to **H.323**.

Step 8  Click Save.

Step 9  Test this integration by placing a call from any phone to the phone number that is used to access the Cisco Unified MeetingPlace Express system. You should hear the “Welcome to Cisco Unified MeetingPlace Express” greeting.

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Related Topics

- Information About Integration With Cisco Unified CallManager, page 7-1
- Configuring the Cisco Unified CallManager Integration Without a Gatekeeper, page 7-2
- About This Page: H.323 Configuration, page C-75
- About This Page: Dial Configuration, page C-42

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About Cisco Unified IP Phone Services

A Cisco Unified CallManager feature, Cisco Unified IP Phone services comprise XML applications that enable the display of interactive content with text and graphics on certain models of Cisco Unified IP Phones. For a list of supported phone models, see the Release Notes for Cisco Unified MeetingPlace Express.

The Cisco Unified MeetingPlace Express service for the Cisco Unified IP Phone offers users a convenient way to join meetings, start reservationless meetings, view a list of upcoming meetings, and view meeting details. After joining a meeting, a user can perform in-meeting operations such as locking the meeting, recording the meeting, viewing a list of participants, and muting or ejecting participants.

**Note**

- The Cisco Unified MeetingPlace Express service for the Cisco Unified IP Phone is available only to Cisco Unified IP Phones that are registered to Cisco Unified CallManager.
- Cisco Unified CallManager Express does not support the Cisco Unified MeetingPlace Express service for the Cisco Unified IP Phone.

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Related Topics

- Configuring the Cisco Unified MeetingPlace Express Service for the Cisco Unified IP Phone, page 7-9
- Information About Integration With Cisco Unified CallManager, page 7-1
About the Security of the Cisco Unified MeetingPlace Express Service for the Cisco Unified IP Phone

Using the Cisco Unified MeetingPlace Express service for the Cisco Unified IP Phone may affect the way you secure your Cisco Unified MeetingPlace Express system or network:

- Once a Cisco Unified IP Phone is subscribed to the Cisco Unified MeetingPlace Express service for the Cisco Unified IP Phone, anyone can use that Cisco Unified IP Phone screen to view the meeting details and invitees of published meetings. To join a meeting through this Cisco Unified IP Phone service, however, the user is always prompted for his phone profile password (numeric PIN).
- Each time a Cisco Unified IP Phone accesses the Cisco Unified MeetingPlace Express service for the Cisco Unified IP Phone, the following items are sent as clear text over the network:
  - Username
  - PIN or password (See Table 7-5.)
  - Phone number of the Cisco Unified IP Phone

Related Topics

- About Cisco Unified IP Phone Services, page 7-7
- About Username and Password Requirements for the Cisco Unified MeetingPlace Express Service for the Cisco Unified IP Phone, page 7-8
- Configuring the Cisco Unified MeetingPlace Express Service for the Cisco Unified IP Phone, page 7-9

About Username and Password Requirements for the Cisco Unified MeetingPlace Express Service for the Cisco Unified IP Phone

The username and password required to subscribe to the Cisco Unified MeetingPlace Express service for the Cisco Unified IP Phone depends on how the user is authenticated when logging in to Cisco Unified MeetingPlace Express from a workstation. See Table 7-5.

Table 7-5 Required Username and Password for Subscribing to the Cisco Unified IP Phone Service

<table>
<thead>
<tr>
<th>Cisco Unified MeetingPlace Express Authentication Method</th>
<th>Required Username for name Parameter</th>
<th>Required Password for wfpassword Parameter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Locally by the Cisco Unified MeetingPlace Express database</td>
<td>User ID in Cisco Unified MeetingPlace Express user profile</td>
<td>Profile Password in Cisco Unified MeetingPlace Express user profile</td>
</tr>
<tr>
<td>Externally by Cisco Unified CallManager</td>
<td>Username in Cisco Unified CallManager</td>
<td>Numeric PIN in Cisco Unified CallManager</td>
</tr>
<tr>
<td>Externally by Active Directory, Netscape Directory, or iPlanet Directory</td>
<td>Username in external directory</td>
<td>Numeric PIN in external directory</td>
</tr>
</tbody>
</table>

Related Topics

- Configuring the Cisco Unified MeetingPlace Express Service for the Cisco Unified IP Phone, page 7-9
- About Cisco Unified IP Phone Services, page 7-7
- About User Authentication By an External Directory, page 7-13
- Information About Integration With Cisco Unified CallManager, page 7-1
About Language Requirements for the Cisco Unified MeetingPlace Express Service for the Cisco Unified IP Phone

The requirements in this section apply when Cisco Unified MeetingPlace Express, Cisco Unified CallManager, or the Cisco Unified IP Phones are configured for multiple locales, which are language versions for specific regions. For example, U.S. English is English for the United States, and U.K. English is English for the United Kingdom. Although both versions use the English language, they are different locales.

- For each language enabled on Cisco Unified MeetingPlace Express, the matching locale must be installed on Cisco Unified CallManager. See the Cisco IP Telephony Locale Installer documentation.

- For each Cisco Unified IP Phone subscribed to the Cisco Unified MeetingPlace Express service, the User Locale specified in Cisco Unified CallManager must match the Language specified in the Cisco Unified MeetingPlace Express user profile.

Related Topics
- Configuring the Cisco Unified MeetingPlace Express Service for the Cisco Unified IP Phone, page 7-9
- About Cisco Unified IP Phone Services, page 7-7
- Information About Integration With Cisco Unified CallManager, page 7-1

Configuring the Cisco Unified MeetingPlace Express Service for the Cisco Unified IP Phone

This topic describes how to configure Cisco Unified CallManager to enable users to subscribe to and access the Cisco Unified MeetingPlace Express service for the Cisco Unified IP Phone.

Before You Begin
- Read the following sections:
  - About the Security of the Cisco Unified MeetingPlace Express Service for the Cisco Unified IP Phone, page 7-8
  - About Username and Password Requirements for the Cisco Unified MeetingPlace Express Service for the Cisco Unified IP Phone, page 7-8
  - About Language Requirements for the Cisco Unified MeetingPlace Express Service for the Cisco Unified IP Phone, page 7-9

- Configure Cisco Unified CallManager as the call-control device for Cisco Unified MeetingPlace Express. See the “Information About Integration With Cisco Unified CallManager” section on page 7-1.

- The Cisco Unified MeetingPlace Express service for the Cisco Unified IP Phone is available only to Cisco Unified IP Phones that are registered to Cisco Unified CallManager.

- This task is performed in the Cisco Unified CallManager Administration pages. Because the pages and menus vary by Cisco Unified CallManager release, you may need to see the Cisco Unified CallManager Administration online help for more accurate step-by-step instructions than those provided in this procedure. The following procedure refers to Cisco Unified CallManager release 4.1.
Procedure

**Step 1** Go to http://ccm-server/ccmadmin/main.asp, where `ccm-server` is the fully qualified domain name or IP address of the Cisco Unified CallManager server.

**Step 2** Log in with your Cisco Unified CallManager administrator username and password.

**Step 3** Add a new Cisco Unified IP Phone service by completing the following actions:

- a. In the menu at the top of the Cisco Unified CallManager Administration page, click **Feature > Cisco IP Phone Services**.
- b. In the top right corner, click **Add a New IP Phone Service**.
- c. In the Service Information area, configure the fields described in Table 7-6.
- d. Click **Insert** to add the Cisco Unified IP Phone service.
- e. (Optional) To add another Cisco Unified IP Phone service, click **New** and repeat Steps 3c and 3d.
- f. To finish, click **Insert and Close**.
- g. Click **Update Subscriptions**.

**Step 4** Find the Cisco Unified IP Phone service you just added by completing the following actions:

- a. In the menu at the top of the Cisco Unified CallManager Administration page, click **Feature > Cisco IP Phone Services**.
- b. In the Find and List IP Phone Services page, click **Find**.
- c. In the Matching Records area, locate the Cisco Unified MeetingPlace Express service for the Cisco Unified IP Phone.

---

**Table 7-6 Fields for the Cisco Unified MeetingPlace Express Service for the Cisco Unified IP Phone**

<table>
<thead>
<tr>
<th>Service Information Field</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Service Name</strong></td>
<td>Enter a name, for example: Cisco Unified MeetingPlace Express. If you have more than one Cisco Unified MeetingPlace Express server, name the services appropriately so that users can distinguish among them.</td>
</tr>
<tr>
<td><strong>Service Description</strong></td>
<td>Enter a brief description, for example: Integrated voice and web conferencing.</td>
</tr>
<tr>
<td><strong>Service URL</strong></td>
<td>Enter the URL in one of the following formats, where <code>server</code> is the hostname or IP address of the Cisco Unified MeetingPlace Express system:</td>
</tr>
<tr>
<td></td>
<td>- If SSL is enabled on the system: <code>http://server/MPAPI/ipphone/login?serverhost=server</code></td>
</tr>
<tr>
<td></td>
<td>- If SSL is not enabled on the system: <code>http://server:8080/MPAPI/ipphone/login?serverhost=server:8080</code></td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong> This URL is case sensitive.</td>
</tr>
<tr>
<td></td>
<td>Make sure that this server remains independent of the servers in your Cisco Unified CallManager cluster. Do not specify a Cisco Unified CallManager server or any server that is associated with Cisco Unified CallManager (such as a TFTP server or directory database publisher server).</td>
</tr>
</tbody>
</table>

d. Click **Insert** to add the Cisco Unified IP Phone service.

e. (Optional) To add another Cisco Unified IP Phone service, click **New** and repeat Steps 3c and 3d.

f. To finish, click **Insert and Close**.

g. Click **Update Subscriptions**.
Step 5  Click the name of the Cisco Unified MeetingPlace Express service for the Cisco Unified IP Phone.

Step 6  Add the Cisco IP Phone Number parameter to this Cisco Unified IP Phone service by completing the following actions:
   a. In the Service Parameter Information area, click New.
   b. In the Configure Cisco IP Phone Service Parameter window, configure the fields described in Table 7-7.

Table 7-7  Fields for the Cisco IP Phone Number Parameter

<table>
<thead>
<tr>
<th>Service Parameter Information Field</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parameter Name</td>
<td>Enter ipphone.</td>
</tr>
<tr>
<td>Exact query string used to build the subscription URL.</td>
<td>This field is case-sensitive.</td>
</tr>
<tr>
<td>Parameter Display Name</td>
<td>Enter Cisco IP Phone Number.</td>
</tr>
<tr>
<td>Descriptive parameter name displayed to the user on the Cisco IP Phone Users Options (ccmuser) website.</td>
<td></td>
</tr>
<tr>
<td>Parameter Description</td>
<td>Enter Your Cisco IP Phone number for MeetingPlace Express to call you.</td>
</tr>
<tr>
<td>Parameter is Required</td>
<td>Check Parameter is Required.</td>
</tr>
<tr>
<td>Specifies that this parameter is required for a Cisco Unified IP Phone to subscribe to the Cisco Unified MeetingPlace Express service.</td>
<td></td>
</tr>
</tbody>
</table>

c. Click Insert to add the Cisco IP Phone Number parameter.

Step 7  Add the User Name parameter to this Cisco Unified IP Phone service by completing the following actions:
   a. In the Service Parameter Information area, click New.
   b. In the Configure Cisco IP Phone Service Parameter window, configure the fields described in Table 7-8.

Table 7-8  Fields for the User Name Parameter

<table>
<thead>
<tr>
<th>Service Parameter Information Field</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parameter Name</td>
<td>Enter name.</td>
</tr>
<tr>
<td>Exact query string used to build the subscription URL.</td>
<td>This field is case-sensitive.</td>
</tr>
<tr>
<td>Parameter Display Name</td>
<td>Enter User Name.</td>
</tr>
<tr>
<td>Descriptive parameter name displayed to the user on the Cisco IP Phone Users Options (ccmuser) website.</td>
<td></td>
</tr>
<tr>
<td>Parameter Default Value</td>
<td>Enter guest.</td>
</tr>
</tbody>
</table>
Click **Insert** to add the User Name parameter.

**Step 8** Add the User Password parameter to this Cisco Unified IP Phone service by completing the following actions:

a. In the Service Parameter Information area, click **New**.

b. In the Configure Cisco IP Phone Service Parameter window, configure the fields described in Table 7-9.

**Table 7-8** Fields for the User Name Parameter (continued)

<table>
<thead>
<tr>
<th>Service Parameter Information Field</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parameter Description</td>
<td>Enter a helpful description.</td>
</tr>
<tr>
<td>Description to help users enter the correct username when they subscribe to the Cisco Unified MeetingPlace Express service for the Cisco Unified IP Phone.</td>
<td>The username required depends on how the user is authenticated when logging into Cisco Unified MeetingPlace Express from a workstation. See the “About Username and Password Requirements for the Cisco Unified MeetingPlace Express Service for the Cisco Unified IP Phone” section on page 7-8.</td>
</tr>
<tr>
<td>Parameter is Required</td>
<td>Check <strong>Parameter is Required</strong>.</td>
</tr>
<tr>
<td>Specifies that this parameter is required for a Cisco Unified IP Phone to subscribe to the Cisco Unified MeetingPlace Express service.</td>
<td></td>
</tr>
</tbody>
</table>

c. Click **Insert** to add the User Name parameter.

**Table 7-9** Fields for the User Password Parameter

<table>
<thead>
<tr>
<th>Service Parameter Information Field</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parameter Name</td>
<td>Enter <strong>wfpassword</strong>.</td>
</tr>
<tr>
<td>Exact query string used to build the subscription URL.</td>
<td>This field is case-sensitive.</td>
</tr>
<tr>
<td>Parameter Display Name</td>
<td>Enter <strong>User PIN</strong>.</td>
</tr>
<tr>
<td>Descriptive parameter name displayed to the user on the Cisco IP Phone Users Options (ccmuser) website.</td>
<td></td>
</tr>
<tr>
<td>Parameter Description</td>
<td>Enter a helpful description.</td>
</tr>
<tr>
<td>Description to help users enter the correct password when they subscribe to the Cisco Unified MeetingPlace Express service for the Cisco Unified IP Phone.</td>
<td>The password required depends on how the user is authenticated when logging into Cisco Unified MeetingPlace Express from a workstation. See the “About Username and Password Requirements for the Cisco Unified MeetingPlace Express Service for the Cisco Unified IP Phone” section on page 7-8.</td>
</tr>
<tr>
<td>Parameter is Required</td>
<td>Check <strong>Parameter is Required</strong>.</td>
</tr>
<tr>
<td>Specifies that this parameter is required for a Cisco Unified IP Phone to subscribe to the Cisco Unified MeetingPlace Express service.</td>
<td></td>
</tr>
<tr>
<td>Parameter is a Password (mask contents)</td>
<td>Check <strong>Parameter is a Password (mask contents)</strong></td>
</tr>
<tr>
<td>Masks the password on the screen as the user enters it.</td>
<td></td>
</tr>
</tbody>
</table>
c. Click **Insert and Close** to add the User Password parameter and close the Configure Cisco IP Phone Service Parameter dialog.

**Step 9** To apply the Cisco Unified IP Phone service and parameter changes, take one of the following actions:

- If the service was modified after subscriptions existed, then click **Update Subscriptions** to rebuild all user subscriptions. You must update subscriptions if you changed the service URL, removed a phone service parameter, or changed the name for a phone service parameter.

- If the service is new and you do not need to rebuild user subscriptions, then click **Update**.

**Step 10** Subscribe Cisco Unified IP Phones to the Cisco Unified MeetingPlace Express service by taking one or both of the following actions:

- You can subscribe individual Cisco Unified IP Phones to the Cisco Unified IP Phone service through Cisco Unified CallManager. See the *Cisco Unified CallManager Administration Guide*.

- Notify end users that they can subscribe their Cisco Unified IP Phones to the Cisco Unified MeetingPlace Express service. See the *User Guide for Cisco Unified MeetingPlace Express*.

**Related Topics**

- About Cisco Unified IP Phone Services, page 7-7
- Information About Integration With Cisco Unified CallManager, page 7-1
- Enabling SSL, page 12-3

**About User Authentication By an External Directory**

**Note** User authentication by an external directory is only supported with Cisco Unified CallManager.

You can simplify user profile administration by enabling an external directory to authenticate Cisco Unified MeetingPlace Express users. Cisco Unified MeetingPlace Express automatically creates a user profile in the local database when a new user attempts to log in and successfully authenticates through an external directory.

Each user profile in Cisco Unified MeetingPlace Express includes an authentication method setting (local or external) that affects the following:

- How the user is authenticated in future attempts to access Cisco Unified MeetingPlace Express.
- Which user profile parameters may be modified by either the system administrator or the end user through Cisco Unified MeetingPlace Express.

The authentication method for a user cannot be configured through the Administration Center. The authentication method can be modified only within a user profile import file. Set the `isLocalUser` field to one of the following values:

- Yes—User is authenticated locally by the Cisco Unified MeetingPlace Express database. This is the default setting for user profiles that are imported or manually created through the Administration Center.
- No—User is authenticated by an external directory. This is the default setting for user profiles that are automatically created when new users successfully authenticate through an external directory.
Related Topics

- Configuring User Authentication By an External Directory—Cisco Unified CallManager Release 4.x, page 7-15
- Configuring User Authentication By an External Directory—Cisco Unified CallManager Release 5.x, page 7-17
- About the Methods of Adding User Profiles, page 8-4
- Importing User Profiles, page 9-7
- Information About Integration With Cisco Unified CallManager, page 7-1

Requirements for User Authentication By an External Directory

Cisco Unified CallManager Release 4.0 or a later release is required to use an external directory to authenticate Cisco Unified MeetingPlace Express users.

Table 7-10 lists the supported authentication methods and directories.

<table>
<thead>
<tr>
<th>Cisco Unified CallManager Release</th>
<th>Authentication Method</th>
<th>Supported Directories</th>
</tr>
</thead>
</table>
| 4.x                               | LDAP¹                 | • Cisco Unified CallManager DC-Directory²  
|                                   |                       | • Any LDAP directory with the installed Cisco Customer Directory Configuration Plugin for Cisco Unified CallManager³ |
| 5.x                               | AXL SOAP API⁴        | • Cisco Unified CallManager user directory  
|                                   |                       | • Any LDAP directory that is synchronized with Cisco Unified CallManager⁵ |

1. LDAP = Lightweight Directory Access Protocol  
2. DC-Directory = Data Connection Directory, embedded LDAP directory in Cisco Unified CallManager  
3. Supported LDAP directories depend on the specific Cisco Unified CallManager release. See Installing the Cisco Customer Directory Configuration Plugin for Cisco CallManager for your specific release of Cisco Unified CallManager.  
4. AXL SOAP API = Administrative XML Layer Simple Object Access Protocol Application Programming Interface  
5. For information about synchronizing Cisco Unified CallManager with an LDAP directory, see the system guide and administration guide for your specific release of Cisco Unified CallManager.

Related Topics

- About User Authentication By an External Directory, page 7-13
Restrictions for User Authentication By an External Directory

The following restrictions apply for each user profile that is automatically created during authentication by an external directory, or configured as requiring external authentication during an import process:

- The user is always authenticated through the external directory. Therefore, if the connection fails between Cisco Unified MeetingPlace Express and the external directory, the user will not be able to log in to Cisco Unified MeetingPlace Express.
- Because the user is authenticated through the external directory, the User ID, User password, Profile Number, and Profile Password fields cannot be modified through Cisco Unified MeetingPlace Express by the user or by the system administrator.
- These password-expiration fields on the Usage Configuration page do not apply to users that are authenticated by an external directory: Change profile password (days) and Change user password (days).

Related Topics

- About User Authentication By an External Directory, page 7-13

User Profile Settings When Authenticated By an External Directory

The following user profile fields are populated with information from the external directory:

- First name
- Last name
- User ID
- User password
- Profile Number—Unique number based on the user’s phone number.
- Profile Password—Numeric PIN used to access Cisco Unified MeetingPlace Express by phone.
- E-mail address
- Search order for “Find Me”

If any of the listed fields are not available in the external directory, then the field is left blank in the Cisco Unified MeetingPlace Express user profile.

All other user profile fields are populated with the values configured in the Guest profile.

Related Topics

- About User Authentication By an External Directory, page 7-13
- Information About the Guest Profile and Guest Users, page 8-21

Configuring User Authentication By an External Directory—Cisco Unified CallManager Release 4.x

This topic describes how to configure user authentication by an external directory that is either embedded in or integrated with Cisco Unified CallManager Release 4.x.

Note

If you instead want to configure user authentication by an external directory that is either embedded in or integrated with Cisco Unified CallManager 5.x, then see the “Configuring User Authentication By an External Directory—Cisco Unified CallManager Release 5.x” section on page 7-17.
Before You Begin

- Read the following topics:
  - Requirements for User Authentication By an External Directory, page 7-14
  - Restrictions for User Authentication By an External Directory, page 7-15
  - User Profile Settings When Authenticated By an External Directory, page 7-15

- If you plan to authenticate Cisco Unified MeetingPlace Express users against an LDAP directory that is separate from the DC-Directory embedded in Cisco Unified CallManager, then complete the required tasks in installing the Cisco Customer Directory Configuration Plugin for your specific Cisco Unified CallManager release.

Procedure

Step 1 Log in to Cisco Unified MeetingPlace Express.

Step 2 Click Administration at the top of the page.

Step 3 On the left side of the page:
   a. Click System Configuration.
   b. Click Usage Configuration.

Step 4 Configure the following fields, the full descriptions and examples of which are provided in the “Fields on the Usage Configuration Page” section on page C-144:
   - Cisco Unified CallManager version—Set this field to Cisco Unified CallManager Release 4.x.
   - LDAP URL—Set this field as follows:
     - Make sure that this URL starts with ldap, not http. For example, ldap://server-ip-address:port/
     - Make sure that there are no spaces after the URL.
   - Directory username—Use the format of an LDAP distinguished name, for example: cn=Directory Manager, o=cisco.com
   - Password—Use the password that was specified during Cisco Unified CallManager installation.
   - Cisco base—Leave blank if you are not using the Cisco Unified CallManager DC-Directory to authenticate Cisco Unified MeetingPlace Express users.
   - User base
   - Directory type

Step 5 Click Save.

Related Topics

- About User Authentication By an External Directory, page 7-13
- About This Page: Usage Configuration, page C-144
- About the Methods of Adding User Profiles, page 8-4
Chapter 7      Configuring Call-Control Integration for Cisco Unified MeetingPlace Express

Information About Integration With Cisco Unified CallManager

Chapter 7      Configuring Call-Control Integration for Cisco Unified MeetingPlace Express

Information About Integration With Cisco Unified CallManager

Configuring Call-Control Integration for Cisco Unified MeetingPlace Express

Chapter 7      Configuring Call-Control Integration for Cisco Unified MeetingPlace Express

Information About Integration With Cisco Unified CallManager

Configuring User Authentication By an External Directory—Cisco Unified CallManager Release 5.x

To configure user authentication by an external directory that is either embedded in or integrated with Cisco Unified CallManager 5.x, complete both of the following tasks:

1. Configuring Cisco Unified CallManager to Support Authentication of Cisco Unified MeetingPlace Express Users, page 7-17
2. Configuring Cisco Unified MeetingPlace Express for External User Authentication By Cisco Unified CallManager 5.x, page 7-19

Note
If you instead want to configure user authentication by an external directory that is either embedded in or integrated with Cisco Unified CallManager 4.x, then see the “Configuring User Authentication By an External Directory—Cisco Unified CallManager Release 4.x” section on page 7-15.

Configuring Cisco Unified CallManager to Support Authentication of Cisco Unified MeetingPlace Express Users

This topic describes how to create an application user in Cisco Unified CallManager 5.x that enables Cisco Unified MeetingPlace Express users to be authenticated by one of the following directories:

- User directory in Cisco Unified CallManager 5.x
- Any LDAP directory that is synchronized with Cisco Unified CallManager 5.x

For information about synchronizing Cisco Unified CallManager with an LDAP directory, see the system guide and administration guide for your specific release of Cisco Unified CallManager.

Before You Begin

- Read the following topics:
  - Requirements for User Authentication By an External Directory, page 7-14
  - Restrictions for User Authentication By an External Directory, page 7-15
  - User Profile Settings When Authenticated By an External Directory, page 7-15

- Make sure that you enable the AXL web service on the Cisco Unified CallManager so that other applications, such as Cisco Unified MeetingPlace Express, can access it. See the administration documentation for your release of Cisco Unified CallManager.

Procedure

Step 1
Go to http://ccm-server/ccmadmin/main.asp, where ccm-server is the fully qualified domain name or IP address of the Cisco Unified CallManager server.

Step 2
Log in with your Cisco Unified CallManager administrator username and password.

Step 3
Create a Cisco Unified MeetingPlace Express LDAP application user by following these steps:

a. Select User Management from the main menu.

b. Select Application User from the drop-down list.

c. Enter a username for the new application user, such as mpeaxl, and assign a password.

Associate the new application user to the user group that has permission to access the Cisco Unified CallManager AXL database, by configuring the following:
Chapter 7 Configuring Call-Control Integration for Cisco Unified MeetingPlace Express

Information About Integration With Cisco Unified CallManager

Step 4 Create a role for AXL users by following these steps:
   a. Select User Management from the main menu.
   b. Select Role Configuration from the drop-down list.
   c. In the Name field, enter “Standard AXL API Access.”
   d. Under Resource Access Information, next to AXL Database API, make sure that the check box next to Allow to use API is checked. This allows AXL database access.

Step 5 Create a user group by following these steps:
   a. Select User Management from the main menu.
   b. Select User Group from the drop-down list.
   c. In the Name field, enter “Standard AXL Users.”
   
   Note This user group may already exist. If it does, proceed to Step 6.
   d. Click Save to create the group.

Step 6 Add application users to the group by following these steps:
   a. Select User Management from the main menu.
   b. Select User Group Configuration from the drop-down list.
   c. Click Add Application Users to Group.
   d. Check the check box next to the name of the application user you created in Step 3c.
   e. Click Add Selected.
   f. Click Save.

Step 7 Assign a role to the user group by following these steps:
   a. Select User Management from the main menu.
   b. Select User Group from the drop-down list.
   c. Click the Role Information icon next to the Standard AXL API Users created in step 4b.
   d. Click Assign Role to Group.
   e. Select Standard AXL API Access and then click Add Selected.
   f. Click Save.

Related Topics
- Configuring User Authentication By an External Directory—Cisco Unified CallManager Release 5.x, page 7-17
- About User Authentication By an External Directory, page 7-13
- About the Methods of Adding User Profiles, page 8-4
Chapter 7  Configuring Call-Control Integration for Cisco Unified MeetingPlace Express

Information About Integration With Cisco Unified CallManager

Configuring Cisco Unified MeetingPlace Express for External User Authentication By Cisco Unified CallManager 5.x

This topic describes how to configure Cisco Unified MeetingPlace Express to authenticate users through one of the following directories:

- User directory in Cisco Unified CallManager 5.x
- Any LDAP directory that is synchronized with Cisco Unified CallManager 5.x

For information about synchronizing Cisco Unified CallManager with an LDAP directory, see the system guide and administration guide for your specific release of Cisco Unified CallManager.

Before You Begin

- Read the following topics:
  - Requirements for User Authentication By an External Directory, page 7-14
  - Restrictions for User Authentication By an External Directory, page 7-15
  - User Profile Settings When Authenticated By an External Directory, page 7-15

- Complete the task described in the “Configuring Cisco Unified MeetingPlace Express for External User Authentication By Cisco Unified CallManager 5.x” section on page 7-19.

Procedure

Step 1  Log in to Cisco Unified MeetingPlace Express.

Step 2  Click Administration at the top of the page.

Step 3  On the left side of the page:
  a. Click System Configuration.
  b. Click Usage Configuration.

Step 4  Configure the following fields, the descriptions and examples of which are provided in the “Fields on the Usage Configuration Page” section on page C-144:
  a. Cisco Unified CallManager version—Set this field to Cisco Unified CallManager release 5.x.
  b. AXL username—Username for the Cisco Unified MeetingPlace Express application user that you configured in Cisco Unified CallManager.
     See Step 3 in the “Configuring Cisco Unified CallManager to Support Authentication of Cisco Unified MeetingPlace Express Users” section on page 7-17.
  c. AXL password—Password for the Cisco Unified MeetingPlace Express application user that you configured in Cisco Unified CallManager.
     See Step 3 in the “Configuring Cisco Unified CallManager to Support Authentication of Cisco Unified MeetingPlace Express Users” section on page 7-17.

Step 5  In the New AXL URL field:
  a. Enter the URL or hostname of the AXL directory server.
  b. Click Add.

Step 6  Verify that the URL or hostname correctly appears in the AXL URL field.
**Step 7** Click Save.

**Step 8** Proceed to the “Configuring Cisco Unified CallManager to Support Authentication of Cisco Unified MeetingPlace Express Users” section on page 7-17.

### Related Topics
- Configuring User Authentication By an External Directory—Cisco Unified CallManager Release 5.x, page 7-17
- About User Authentication By an External Directory, page 7-13
- About This Page: Usage Configuration, page C-144
- About the Methods of Adding User Profiles, page 8-4

### Information About Integration with Cisco Unified CallManager Express and Other Standards-Based H.323 Call Control Devices

Besides Cisco Unified CallManager, Cisco Unified MeetingPlace Express also supports integration with other standards-based H.323 call-control devices such as the following:

- **Cisco Unified CallManager Express**
  
  Cisco Unified CallManager Express is suitable for entry-level Cisco Unified MeetingPlace Express systems that support up to 200 ports. For Cisco Unified MeetingPlace Express systems that support a larger user base, we recommend Cisco Unified CallManager instead of Cisco Unified CallManager Express for call control.

- **Cisco IOS software voice-enabled routers**

- **Third-party standards-based H.323 call-control devices**

This topic describes one method of integrating Cisco Unified MeetingPlace Express with these standards-based H.323 call-control devices. In this method, Cisco Unified MeetingPlace Express is configured as a gateway to the call-control device. No gatekeeper is used in this setup.

### Topics in this section include:

- Prerequisites for Integrating with Cisco Unified CallManager Express and Other Standards-Based H.323 Call Control Devices, page 7-21
- Required Tasks for Integrating with Cisco Unified CallManager Express and Other Standards-Based H.323 Call Control Devices, page 7-21
- Configuring a Cisco Call-Control Device in an H.323 Environment, page 7-22
- Configuring Cisco Unified MeetingPlace Express: Connecting to a Standards-Based H.323 Call-Control Device, page 7-25
Prerequisites for Integrating with Cisco Unified CallManager Express and Other Standards-Based H.323 Call Control Devices

The following prerequisites apply when you integrate Cisco Unified MeetingPlace Express with Cisco Unified CallManager Express or another standards-based H.323 call-control device:

- Verify that the versions of your call-control device and Cisco Unified MeetingPlace Express are compatible. See the Release Notes for Cisco Unified MeetingPlace Express.
- Verify that your IP telephony network is already set up and working properly. For example:
  - Verify that the Cisco Unified IP Phones are properly connected and added to the database of your call-control device.
  - Verify that you can place and receive internal and external calls on the Cisco Unified IP Phones.

Related Topics
- Information About Integration with Cisco Unified CallManager Express and Other Standards-Based H.323 Call Control Devices, page 7-20

Required Tasks for Integrating with Cisco Unified CallManager Express and Other Standards-Based H.323 Call Control Devices

The tasks you need to complete depend on the type of call-control device you are using. See Table 7-11 for a task roadmap.

<table>
<thead>
<tr>
<th>Task</th>
<th>Reference</th>
</tr>
</thead>
</table>
| 1. Configure your particular call-control device. | - If you are configuring Cisco Unified CallManager Express or a Cisco IOS software voice-enabled router, complete the tasks described in the “Configuring a Cisco Call-Control Device in an H.323 Environment” section on page 7-22.  
- If you are using a third-party standards-based H.323 call-control device, see the product documentation that came with your device for configuration instructions. |

| 2. Configure Cisco Unified MeetingPlace Express to connect to your call-control device. | See the “Configuring Cisco Unified MeetingPlace Express: Connecting to a Standards-Based H.323 Call-Control Device” section on page 7-25. |

Related Topics
- Information About Integration with Cisco Unified CallManager Express and Other Standards-Based H.323 Call Control Devices, page 7-20
Configuring a Cisco Call-Control Device in an H.323 Environment

This topic describes how to add Cisco Unified MeetingPlace Express as an H.323 gateway to a Cisco call-control device other than Cisco Unified CallManager. This includes Cisco Unified CallManager Express and Cisco IOS software voice-enabled routers.

This topic consists of two tasks:

- Configuring a Cisco Call-Control Device in an H.323 Environment: Adding the Gateway, page 7-22
- Configuring a Cisco Call-Control Device in an H.323 Environment: Configuring the Dial Peer, page 7-23

Configuring a Cisco Call-Control Device in an H.323 Environment: Adding the Gateway

Before You Begin

- Read the following sections:
  - Information About Integration with Cisco Unified CallManager Express and Other Standards-Based H.323 Call Control Devices, page 7-20
  - Prerequisites for Integrating with Cisco Unified CallManager Express and Other Standards-Based H.323 Call Control Devices, page 7-21

- This task is performed in the Cisco IOS command-line interface (CLI) of the router. For more information about the Cisco IOS commands used in this procedure, see the Cisco IOS Commands Master List for your Cisco IOS software major release.

Procedure

Step 1 On the Cisco router, enter privileged EXEC mode (or any other security level set by a system administrator). Enter your password if prompted.

Router# enable

Step 2 Enter global configuration mode.

Router# configure terminal

Step 3 Enter interface configuration mode.

Router(config)# interface type number

Step 4 Configure the IP address and subnet mask used by this gateway.

Router(config-if)# ip address [ip-address] [subnet-mask]

Step 5 (Optional) If you configured a Fast Ethernet interface, configure duplex operation as auto, which specifies the autonegotiation capability. The gateway automatically operates at half or full duplex depending on environmental factors, such as the type of media and transmission speeds for the peer routers, hubs, and switches used in the network configuration.

Router(config-if)# duplex {full | half | auto}

Step 6 (Optional) If you configured a Fast Ethernet interface, configure the speed for this gateway.

Router(config-if)# speed {10 | 100 | auto}
Step 7  Set the source IP address to be used for this gateway. This command binds all H.323 messages from the gateway to this IP address.

```
Router(config-if)# h323-gateway voip bind srcaddr [ip-address]
```

Step 8  Exit the current mode.

```
Router(config-if)# exit
```

Step 9  Proceed to the “Configuring a Cisco Call-Control Device in an H.323 Environment: Configuring the Dial Peer” section on page 7-23.

Example

The following example displays an H.323 gateway configuration with an IP address of 10.10.10.1. Both duplex operation and interface speed are configured for autonegotiation and all H.323 messages are bound to this IP address.

```
! interface FastEthernet0/0
  ip address 10.10.10.1 255.255.255.0
  duplex auto
  speed auto
  h323-gateway voip bind srcaddr 10.10.10.1
```

Related Topics

- Required Tasks for Integrating with Cisco Unified CallManager Express and Other Standards-Based H.323 Call Control Devices, page 7-21
- Information About Integration with Cisco Unified CallManager Express and Other Standards-Based H.323 Call Control Devices, page 7-20

Configuring a Cisco Call-Control Device in an H.323 Environment: Configuring the Dial Peer

This topic describes how to enable your call-control device to route calls to Cisco Unified MeetingPlace Express by configuring a dial peer. Configuring dial peers is the key to implementing dial plans and providing voice services over an IP packet network. Dial peers are used to identify call source and destination endpoints and to define the characteristics applied to each call leg in the call connection.

Before You Begin

- Read the following sections:
  - Information About Integration with Cisco Unified CallManager Express and Other Standards-Based H.323 Call Control Devices, page 7-20
  - Prerequisites for Integrating with Cisco Unified CallManager Express and Other Standards-Based H.323 Call Control Devices, page 7-21
- Complete the task described in the “Configuring a Cisco Call-Control Device in an H.323 Environment: Adding the Gateway” section on page 7-22.
- This task is performed in the Cisco IOS command-line interface (CLI) of the router. For more information about the Cisco IOS commands used in this procedure, see the Cisco IOS Commands Master List for your Cisco IOS software major release.
Chapter 7  Configuring Call-Control Integration for Cisco Unified MeetingPlace Express

Information About Integration with Cisco Unified CallManager Express and Other Standards-Based H.323

Procedure

Step 1  On the Cisco router, enter privileged EXEC mode or any other security level set by a system administrator. Enter your password if prompted.

Router# enable

Step 2  Enter global configuration mode.

Router# configure terminal

Step 3  Enter dial peer voice configuration mode and define a remote voice over IP (VoIP) dial peer.

Router(config)# dial-peer voice number voip

  • number—is one or more digits that identify the dial peer. Valid entries are from 1 to 2147483647.
  • voip—indicates a VoIP peer that uses voice encapsulation on the IP network.

Step 4  (Optional) Provide a comment or a description to help you remember what is attached to this interface.

Router(config-dialpeer)# description string

Step 5  Route calls to the Cisco Unified MeetingPlace Express server.

Router(config-dialpeer)# destination-pattern digits

  • digits—indicates the numbers that match the destination pattern.

Step 6  Configure the IP address of the Cisco Unified MeetingPlace Express server.

Router(config-dialpeer)# session target ipv4:ip-address

Step 7  Configure the router to use dual tone multifrequency (DTMF) relay to transport DTMF digits.

Router(config-dialpeer)# dtmf-relay h245-alphanumeric

Step 8  Configure the router to use a particular codec.

Router(config-dialpeer)# codec [g711ulaw | g711alaw]

Step 9  Disable voice activity detection (VAD) for the calls using this dial peer.

Router(config-dialpeer)# [no] vad

Step 10  Exit the current mode.

Router(config-dialpeer)# exit

Step 11  Proceed to the “Configuring Cisco Unified MeetingPlace Express: Connecting to a Standards-Based H.323 Call-Control Device” section on page 7-25.

Example

The following example displays dial peers that were configured to direct calls to a primary Cisco Unified MeetingPlace Express number and an alternate Cisco Unified MeetingPlace Express number. The Cisco Unified MeetingPlace Express IP address is configured as 10.10.10.4.

!  
  dial-peer voice 1 voip
  description MP Express main number
  destination-pattern 7777
  session target ipv4:10.10.10.4
  dtmf-relay h245-alphanumeric
codeg g711ulaw
no vad
!
dial-peer voice 2 voip
description MP Express alternate number
destination-pattern 7000
session target ipv4:10.10.10.4
dtmf-relay h245-alphanumeric
codeg g711ulaw
no vad
!

Related Topics

- Required Tasks for Integrating with Cisco Unified CallManager Express and Other Standards-Based H.323 Call Control Devices, page 7-21
- Information About Integration with Cisco Unified CallManager Express and Other Standards-Based H.323 Call Control Devices, page 7-20

Configuring Cisco Unified MeetingPlace Express: Connecting to a Standards-Based H.323 Call-Control Device

This topic describes how to configure Cisco Unified MeetingPlace Express to connect directly to a call-control device in an H.323 environment. This topic supports the following call-control devices:

- Cisco Unified CallManager Express
- Cisco IOS software voice-enabled router
- Third-party standards-based H.323 call-control devices

Before You Begin

- See the “Prerequisites for Integrating with Cisco Unified CallManager Express and Other Standards-Based H.323 Call Control Devices” section on page 7-21.
- If you are integrating with Cisco Unified CallManager Express or a Cisco IOS software voice-enabled router, complete the tasks described in the “Configuring a Cisco Call-Control Device in an H.323 Environment” section on page 7-22.
- If you are using a third-party standards-based H.323 call-control device, configure your device as outlined in your product documentation.
- When you modify the parameters on the H.323 Configuration page, Cisco Unified MeetingPlace Express reinitializes H.323 signaling with the call-control device, for example, Cisco Unified CallManager. During the reinitialization process, which can take up to 2 minutes, calls and voice meetings may be affected.

Procedure

Step 1 Log in to Cisco Unified MeetingPlace Express.
Step 2 Click Administration at the top of the page.
Chapter 7  Configuring Call-Control Integration for Cisco Unified MeetingPlace Express

Information About Integration with Cisco Unified CallManager Express and Other Standards-Based H.323

Step 3  On the left side of the page:
   a. Click System Configuration.
   b. Click Call Configuration.
   c. Click H.323 Configuration.

Step 4  In the H.323 Configuration page, configure the fields in Table 7-12.

Table 7-12  Required Configuration for H.323 Configuration Page on Cisco Unified MeetingPlace Express for Integration With a Call-Control Device Without a Gatekeeper

<table>
<thead>
<tr>
<th>H.323 Configuration Page Field</th>
<th>Required Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>H.323 enabled</td>
<td>Yes</td>
</tr>
<tr>
<td>Local H.323 port</td>
<td>1720 (default)</td>
</tr>
<tr>
<td>Use gatekeeper</td>
<td>No</td>
</tr>
<tr>
<td>H.323 gateway 1</td>
<td>IP address of your call-control device.</td>
</tr>
<tr>
<td></td>
<td>If you have a cluster of call-control devices, then enter the IP address of the primary call-processing device in the cluster.</td>
</tr>
<tr>
<td>H.323 gateway 2</td>
<td>IP addresses of other call-control devices in the cluster, if any.</td>
</tr>
<tr>
<td>H.323 gateway 3</td>
<td>Note</td>
</tr>
<tr>
<td>H.323 gateway 4</td>
<td>If the primary call-control device goes down, Cisco Unified MeetingPlace Express cannot complete dialed-out calls without a gatekeeper. These fields enable only incoming calls to be routed by the failover call-control devices.</td>
</tr>
<tr>
<td>H.323 gateway 5</td>
<td></td>
</tr>
</tbody>
</table>

Step 5  Click Save.

Step 6  On the left side of the page:
   a. Click System Configuration.
   b. Click Call Configuration.
   c. Click Dial Configuration.

Step 7  In the Dial Configuration Page, configure the Outdials field to H.323.

Step 8  Click Save.

Step 9  Test this integration by placing a call from any phone to the phone number that is used to access the Cisco Unified MeetingPlace Express system. You should hear the “Welcome to Cisco Unified MeetingPlace Express” greeting.

Related Topics
- Information About Integration with Cisco Unified CallManager Express and Other Standards-Based H.323 Call Control Devices, page 7-20
- About This Page: H.323 Configuration, page C-75
- About This Page: Dial Configuration, page C-42
Information About Integration With a Call-Control Device Through a Gatekeeper

This topic describes the preferred method of integrating Cisco Unified MeetingPlace Express with a call-control device in an H.323 environment. This method involves using an external gatekeeper device to perform call admission control (CAC), bandwidth allocation, and dial pattern resolution, and to maintain a registry of devices in the multimedia network.

If you have a cluster of call-control devices that provide call-processing redundancy, then a gatekeeper enables Cisco Unified MeetingPlace Express to complete dialed-out calls even if the primary call-control device goes down.

Cisco Unified MeetingPlace Express supports integration with the following call-control devices through a gatekeeper:

- Cisco Unified CallManager
- Cisco Unified CallManager Express
- Cisco IOS software voice-enabled router

Topics in this section include:

- Prerequisites for Integrating With a Call-Control Device Through a Gatekeeper, page 7-27
- Required Tasks for Integrating With a Call-Control Device Through a Gatekeeper, page 7-28
- Configuring the Gatekeeper: Identifying the Hostname, Zone, and Technology Prefix, page 7-28
- Configuring Cisco Unified CallManager: Adding the Gatekeeper, Trunk, and Route Pattern, page 7-31
- Configuring Cisco Unified CallManager Express and Other Standards-Based H.323 Call-Control Devices, page 7-33
- Configuring Cisco Unified MeetingPlace Express: Adding the Gatekeeper, page 7-37

Prerequisites for Integrating With a Call-Control Device Through a Gatekeeper

- The gatekeeper must be a Cisco router with Cisco IOS software that supports the Gatekeeper or Multimedia Conference Manager feature.
- Verify that your Cisco Unified MeetingPlace Express and call-control device versions are compatible. See the Release Notes for Cisco Unified MeetingPlace Express.
- Verify that your IP telephony network is working properly. For example, verify that the Cisco Unified IP Phones are connected and added to the database of your call control application. Also verify that you can place and receive internal and external calls on the Cisco Unified IP Phones.

Related Topics

- Information About Integration With a Call-Control Device Through a Gatekeeper, page 7-27
Required Tasks for Integrating With a Call-Control Device Through a Gatekeeper

The tasks you need to complete depend on the type of call-control device you are using. See Table 7-13 for a task roadmap.

Table 7-13 Roadmap to Configuring Cisco Unified MeetingPlace Express With a Call-Control Device Through a Gatekeeper

<table>
<thead>
<tr>
<th>Task</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. (Optional) If your gatekeeper is not yet configured or defined in your call-control device, then configure your gatekeeper.</td>
<td>See the “Configuring the Gatekeeper: Identifying the Hostname, Zone, and Technology Prefix” section on page 7-28.</td>
</tr>
</tbody>
</table>
| 2. Configure your particular call-control device.                    | • If you are integrating with Cisco Unified CallManager, see the “Configuring Cisco Unified CallManager: Adding the Gatekeeper, Trunk, and Route Pattern” section on page 7-31.  
|                                                                      | • If you are integrating with Cisco Unified CallManager Express or a Cisco IOS software voice-enabled router, see the “Configuring Cisco Unified CallManager Express and Other Standards-Based H.323 Call-Control Devices” section on page 7-33. |
| 3. Configure Cisco Unified MeetingPlace Express to integrate with your chosen call-control device. | See the “Configuring Cisco Unified MeetingPlace Express: Adding the Gatekeeper” section on page 7-37. |

Related Topics

• Information About Integration With a Call-Control Device Through a Gatekeeper, page 7-27

Configuring the Gatekeeper: Identifying the Hostname, Zone, and Technology Prefix

This topic describes how to configure the gatekeeper to integrate Cisco Unified MeetingPlace Express with a call-control device.

Before You Begin

• Read the following sections:
  • Information About Integration With a Call-Control Device Through a Gatekeeper, page 7-27
  • Prerequisites for Integrating With a Call-Control Device Through a Gatekeeper, page 7-27
If your gatekeeper is already configured with a hostname, zone, and technology prefix, then do not perform this task. Instead, take one of the following actions:

- If you are integrating with Cisco Unified CallManager, proceed to the “Configuring Cisco Unified CallManager: Adding the Gatekeeper, Trunk, and Route Pattern” section on page 7-31.
- If you are integrating with Cisco Unified CallManager Express or a Cisco IOS software voice-enabled router, proceed to the “Configuring Cisco Unified CallManager Express and Other Standards-Based H.323 Call-Control Devices” section on page 7-33.

This task is performed in the Cisco IOS command-line interface (CLI) of the gatekeeper.

**Procedure**

**Step 1**  
On the Cisco router, enter privileged EXEC mode or any other security level set by a system administrator. Enter your password if prompted.

```
Router# enable
```

**Step 2**  
Enter global configuration mode.

```
Router# configure terminal
```

**Step 3**  
Enter interface configuration mode.

```
Router(config)# interface type number
```

**Step 4**  
Configure the IP address and subnet mask used by this gateway.

```
Router(config-if)# ip address [ip-address] [subnet-mask]
```

**Step 5** (Optional) If you configured a Fast Ethernet interface, configure duplex operation as auto, which specifies the autonegotiation capability. The gateway automatically operates at half or full duplex depending on environmental factors, such as the type of media and transmission speeds for the peer routers, hubs, and switches used in the network configuration.

```
Router(config-if)# duplex auto
```

**Step 6** (Optional) If you configured a Fast Ethernet interface, configure the speed for this gateway.

```
Router(config-if)# speed auto
```

**Step 7**  
Configure this interface as an H.323 gateway interface.

```
Router(config-if)# h323-gateway voip interface
```

**Step 8**  
Define the name and location of the gatekeeper for this gateway.

```
Router(config-if)# h323-gateway voip id [hostname] ipaddr [ip-address]
```

**Step 9**  
Configure the H.323 name of the gateway identifying this gateway to its associated gatekeeper.

```
Router(config-if)# h323-gateway voip h323-id hostname
```

**Step 10**  
Define the technology prefix that the gateway will register with the gatekeeper.

```
Router(config-if)# h323-gateway voip tech-prefix prefix
```

- **prefix**—Defines the numbers used as the technology prefixes. Each technology prefix can contain up to 11 characters. Although not strictly necessary, a pound (#) symbol is frequently used as the last digit in a technology prefix. Valid characters are 0 though 9, the pound (#) symbol, and the asterisk (*).
Step 11  Exit the current mode.

Router(config-if)# exit

Step 12  Enter gatekeeper configuration mode.

Router(config)# gatekeeper

Step 13  Configure the zone name and the name of the domain served by this gatekeeper.

Router(config-gk)# zone local zone-name domain-name [ip-address] [port]

- Optionally, you may specify the IP address of one of the interfaces on the gatekeeper. When the
gatekeeper responds to gatekeeper discovery messages, it signals the endpoint or gateway to use this
address in future communications.
- Set the gatekeeper port for Registration, Admission, and Status (RAS) signaling to 1719. This is the
default.

Step 14  Configure the technology prefix, also called the gateway-type prefix.

Router(config-gk)# gw-type-prefix type-prefix

Step 15  End your configuration session by exiting to privileged EXEC mode.

Router(config-gk)# end

Step 16  Proceed to the next step in your integration configuration:

- If you are integrating with Cisco Unified CallManager, proceed to the “Configuring
Cisco Unified CallManager: Adding the Gatekeeper, Trunk, and Route Pattern” section on
page 7-31.
- If you are integrating with Cisco Unified CallManager Express or a Cisco IOS software
voice-enabled router, proceed to the “Configuring Cisco Unified CallManager Express and Other
Standards-Based H.323 Call-Control Devices” section on page 7-33.

Example

In the following Cisco IOS configuration example, the gatekeeper router hostname gk-1.example.com is
also used as the zone name. Matching these names is not necessary but simplifies administration.

```
! interface FastEthernet0/0
 ip address 1.1.100.200 255.255.0.0
duplex auto
 speed auto
 h323-gateway voip interface
 h323-gateway voip id gk-1 ipaddr 10.1.100.200 1719
 h323-gateway voip h323-id ipipgw_core
 h323-gateway voip tech-prefix 1#
 !
gatekeeper
 zone local gk-1.example.com 1.1.100.200
gw-type-prefix 1* default-technology
!```
Chapter 7  Configuring Call-Control Integration for Cisco Unified MeetingPlace Express

Information About Integration With a Call-Control Device Through a Gatekeeper

Tips

- For more information about the Cisco IOS commands used in this procedure, see the Cisco IOS Commands Master List for your Cisco IOS software major release.

- For conceptual information about gatekeepers, zones, and technology prefixes, see the Cisco IOS H.323 Configuration Guide for your Cisco IOS software major release.

Related Topics

- Required Tasks for Integrating With a Call-Control Device Through a Gatekeeper, page 7-28
- Information About Integration With a Call-Control Device Through a Gatekeeper, page 7-27

Configuring Cisco Unified CallManager: Adding the Gatekeeper, Trunk, and Route Pattern

This topic describes how to configure Cisco Unified CallManager in an H.323 environment to integrate with Cisco Unified MeetingPlace Express through a gatekeeper.

Before You Begin

- If the gatekeeper is already defined in Cisco Unified CallManager, then do not perform this task. Proceed to the “Configuring Cisco Unified MeetingPlace Express: Adding the Gatekeeper” section on page 7-37.
- See the “Prerequisites for Integrating With a Call-Control Device Through a Gatekeeper” section on page 7-27.
- Complete the task described in the “Configuring the Gatekeeper: Identifying the Hostname, Zone, and Technology Prefix” section on page 7-28.
- This task is performed in the Cisco Unified CallManager Administration pages. Because the pages and menus vary by Cisco Unified CallManager release, you may need to see the Cisco Unified CallManager Administration online help for more accurate step-by-step instructions than those provided in this procedure. The following procedure refers to Cisco Unified CallManager release 4.1.

Procedure

Step 1  Go to http://ccm-server/ccmadmin/main.asp, where ccm-server is the fully qualified domain name or IP address of the Cisco Unified CallManager server.

Step 2  Log in with your Cisco Unified CallManager administrator username and password.

Step 3  Add the gatekeeper to the Cisco Unified CallManager database by completing the following actions:

  a. In the menu at the top of the Cisco Unified CallManager Administration page, click Device > Gatekeeper.

  b. In the top right corner, click Add a New Gatekeeper.

  c. In the Gatekeeper Configuration page, configure the fields described in Table 7-14.
Information About Integration With a Call-Control Device Through a Gatekeeper

Table 7-14  Fields for Adding A New Gatekeeper to Cisco Unified CallManager

<table>
<thead>
<tr>
<th>Gatekeeper Configuration Field</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Name/IP Address</td>
<td>Enter one of the following values:</td>
</tr>
<tr>
<td></td>
<td>• Hostname of the gatekeeper</td>
</tr>
<tr>
<td></td>
<td>• IP address of the gatekeeper, as entered in Step 13 in the “Configuring the Gatekeeper: Identifying the Hostname, Zone, and Technology Prefix” section on page 7-28.</td>
</tr>
<tr>
<td>IP address or hostname of the gatekeeper</td>
<td></td>
</tr>
<tr>
<td>Enable Device</td>
<td>Make sure that this check box is checked.</td>
</tr>
<tr>
<td>Enables the registration of this gatekeeper with Cisco Unified CallManager.</td>
<td></td>
</tr>
</tbody>
</table>

Step 4  Add a new trunk to the gatekeeper by completing the following actions:

a. In the menu at the top of the Cisco Unified CallManager Administration page, click Device > Trunk.

b. In the top right corner, click Add a New Trunk.

c. In the Trunk type field, select H.225 Trunk (Gatekeeper Controlled).

d. In the Device Protocol field, select H.225.

e. Click Next.

f. In the Trunk Configuration page, configure the fields described in Table 7-15.

Table 7-15  Fields for Adding A New Trunk to Cisco Unified CallManager

<table>
<thead>
<tr>
<th>Trunk Configuration Field</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Device Information</td>
<td></td>
</tr>
<tr>
<td>Device Name</td>
<td>Enter a unique identifier for this trunk, such as the name or IP address of the Cisco Unified MeetingPlace Express server.</td>
</tr>
<tr>
<td>Gatekeeper Information</td>
<td></td>
</tr>
<tr>
<td>Gatekeeper Name</td>
<td>Select the name or IP address you entered in the Host Name/IP Address field in Step 3c.</td>
</tr>
<tr>
<td>Terminal Type</td>
<td>Select Gateway.</td>
</tr>
<tr>
<td>Technology Prefix</td>
<td>Enter the same value you entered for the type-prefix argument in Step 14 of the “Configuring the Gatekeeper: Identifying the Hostname, Zone, and Technology Prefix” section on page 7-28.</td>
</tr>
<tr>
<td>Zone</td>
<td>Enter the same value you entered for the zone-name argument in Step 13 of the “Configuring the Gatekeeper: Identifying the Hostname, Zone, and Technology Prefix” section on page 7-28.</td>
</tr>
</tbody>
</table>
g. For all other required fields on the Trunk Configuration page, configure the fields appropriately for the current Cisco Unified CallManager deployment. For information about each field, see the Cisco Unified CallManager online help or see the administration guide for your specific Cisco Unified CallManager release.

h. Click Insert to add the new trunk to the gatekeeper.

i. Click Reset Trunk to have the changes take effect.

**Step 5** Add a new route pattern to Cisco Unified MeetingPlace Express through the gatekeeper by completing the following actions:

a. In the menu at the top of the Cisco Unified CallManager Administration page, click Route Plan > Route/Hunt > Route Pattern.

b. In the top right corner, click Add a New Route Pattern.

c. In the Route Pattern Configuration page, configure the fields described in Table 7-16.

**Table 7-16 Fields for Adding A New Route Pattern to Cisco Unified CallManager**

<table>
<thead>
<tr>
<th>Route Pattern Configuration Field</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Route Pattern</td>
<td>Enter the phone number that users will use to call in to Cisco Unified MeetingPlace Express. Do not enter any spaces in this field.</td>
</tr>
<tr>
<td>Gateway or Route List</td>
<td>Select the value that matches the Device Name you entered for the trunk in Step 4f.</td>
</tr>
</tbody>
</table>

d. Click Insert to add the route pattern to the gatekeeper.

**Step 6** (Optional) If you have multiple Cisco Unified MeetingPlace Express access numbers, repeat Step 7 for each access number. This includes phone numbers entered on the Usage Configuration page as well as direct meeting dial-in numbers.

**Step 7** Proceed to the “Configuring Cisco Unified MeetingPlace Express: Adding the Gatekeeper” section on page 7-37.

**Related Topics**
- Required Tasks for Integrating With a Call-Control Device Through a Gatekeeper, page 7-28
- Information About Integration With a Call-Control Device Through a Gatekeeper, page 7-27

**Configuring Cisco Unified CallManager Express and Other Standards-Based H.323 Call-Control Devices**

This topic describes how to configure Cisco Unified CallManager Express and other Cisco IOS software voice-enabled routers to integrate with Cisco Unified MeetingPlace Express through a gatekeeper.

This topic is divided into two tasks:
- Configuring Cisco Unified CallManager Express and Other Standards-Based H.323 Call-Control Devices: Adding the Gatekeeper, page 7-34
- Configuring Cisco Unified CallManager Express and Other Standards-Based H.323 Call-Control Devices: Configuring the Dial Peer, page 7-35
Related Topics

- Required Tasks for Integrating With a Call-Control Device Through a Gatekeeper, page 7-28
- Information About Integration With a Call-Control Device Through a Gatekeeper, page 7-27

Configuring Cisco Unified CallManager Express and Other Standards-Based H.323 Call-Control Devices: Adding the Gatekeeper

Before You Begin

- If the gatekeeper is already defined in your Cisco IOS router, then do not perform this task. Proceed to the “Configuring Cisco Unified MeetingPlace Express: Adding the Gatekeeper” section on page 7-37.
- See the “Prerequisites for Integrating With a Call-Control Device Through a Gatekeeper” section on page 7-27.
- Complete the task described in the “Configuring the Gatekeeper: Identifying the Hostname, Zone, and Technology Prefix” section on page 7-28.
- This task is performed in the Cisco IOS command-line interface (CLI) of the Cisco router.

Procedure

Step 1 On the Cisco router, enter privileged EXEC mode or any other security level set by a system administrator. Enter your password if prompted.

Router# enable

Step 2 Enter global configuration mode.

Router# configure terminal

Step 3 Enter interface configuration mode.

Router(config)# interface type number

Step 4 Configure the IP address and subnet mask used by this gateway.

Router(config-if)# ip address [ip-address] [subnet-mask]

Step 5 (Optional) If you configured a Fast Ethernet interface, configure duplex operation as auto, which specifies the autonegotiation capability. The gateway automatically operates at half or full duplex depending on environmental factors, such as the type of media and transmission speeds for the peer routers, hubs, and switches used in the network configuration.

Router(config-if)# duplex auto

Step 6 (Optional) If you configured a Fast Ethernet interface, configure the speed for this gateway.

Router(config-if)# speed auto

Step 7 Configure this interface as an H.323 gateway interface.

Router(config-if)# h323-gateway voip interface

Step 8 Define the name and location of the gatekeeper for this gateway.

Router(config-if)# h323-gateway voip id [hostname] ipaddr [ip-address]
Step 9 Configure the H.323 name of the gateway identifying this gateway to its associated gatekeeper.
Router(config-if)# h323-gateway voip h323-id hostname

Step 10 Define the technology prefix that the gateway will register with the gatekeeper.
Router(config-if)# h323-gateway voip tech-prefix prefix

- prefix—Defines the numbers used as the technology prefixes. Each technology prefix can contain up to 11 characters. Although not strictly necessary, a pound (#) symbol is frequently used as the last digit in a technology prefix. Valid characters are 0 through 9, the pound (#) symbol, and the asterisk (*).

Step 11 Set the source IP address to be used for this gateway. This command binds all H.323 messages from the gateway to this IP address.
Router(config-if)# h323-gateway voip bind srcaddr [ip-address]

Step 12 Exit the current mode.
Router(config-if)# exit

Step 13 Proceed to the “Configuring Cisco Unified CallManager Express and Other Standards-Based H.323 Call-Control Devices: Configuring the Dial Peer” section on page 7-35.

Example
The following example displays integration between a Cisco IOS voice gateway with an IP address of 1.1.100.1 and a gatekeeper named gk-1 that has an IP address of 1.1.100.200.

```
interface FastEthernet0/0
  ip address 1.1.100.1 255.255.255.0
duplex auto
speed auto
h323-gateway voip interface
h323-gateway voip id gk-1 ipaddr 1.1.100.200 1719
h323-gateway voip h323-id cme1
h323-gateway voip tech-prefix 1#
```

Related Topics
- Configuring Cisco Unified CallManager Express and Other Standards-Based H.323 Call-Control Devices, page 7-33

Configuring Cisco Unified CallManager Express and Other Standards-Based H.323 Call-Control Devices: Configuring the Dial Peer

This topic describes how to enable your call-control device to route calls to Cisco Unified MeetingPlace Express by configuring a dial peer. Configuring dial peers is the key to implementing dial plans and providing voice services over an IP packet network. Dial peers are used to identify call source and destination endpoints and to define the characteristics applied to each call leg in the call connection.
Before You Begin

- See the “Prerequisites for Integrating with Cisco Unified CallManager Express and Other Standards-Based H.323 Call Control Devices” section on page 7-21.
- Complete the task described in the “Configuring Cisco Unified CallManager Express and Other Standards-Based H.323 Call-Control Devices: Adding the Gatekeeper” section on page 7-34.
- This task is performed in the Cisco IOS command-line interface (CLI) of the router. For more information about the Cisco IOS commands used in this procedure, see the Cisco IOS Commands Master List for your Cisco IOS software major release.

Procedure

Step 1  On the Cisco router, enter privileged EXEC mode or any other security level set by a system administrator. Enter your password if prompted.
  
  `Router# enable`

Step 2  Enter global configuration mode.

  `Router# configure terminal`

Step 3  Enter dial peer voice configuration mode and define a remote voice over IP (VoIP) dial peer.

  `Router(config)# dial-peer voice number voip`

  - `number`—is one or more digits that identify the dial peer. Valid entries are from 1 to 2147483647.
  - `voip`—indicates a VoIP peer that uses voice encapsulation on the IP network.

Step 4  Route calls to the Cisco Unified MeetingPlace Express server.

  `Router(config-dialpeer)# destination-pattern digits`

  - `digits`—indicates the numbers that match the destination pattern.

Step 5  (Optional) Provide a comment or a description to help you remember what is attached to this interface.

  `Router(config-dialpeer)# description string`

Step 6  Specify the network specific address for this dial peer to use Registration, Admission, and Status (RAS) signaling.

  `Router(config-dialpeer)# session target ras`

Step 7  Configure the router to use dual tone multifrequency (DTMF) relay to transport DTMF digits.

  `Router(config-dialpeer)# dtmf-relay h245-alphanumeric`

Step 8  Configure the router to use a particular codec.

  `Router(config-dialpeer)# codec [g711ulaw | g711alaw]`

Step 9  Disable voice activity detection (VAD) for the calls using this dial peer.

  `Router(config-dialpeer)# [no] vad`
Step 10  Exit the current mode.
Router(config-dialpeer)# exit

Step 11  Proceed to the “Configuring Cisco Unified MeetingPlace Express: Adding the Gatekeeper” section on page 7-37.

Example
The following example displays dial peers that were configured to direct calls to a primary Cisco Unified MeetingPlace Express number and an alternate Cisco Unified MeetingPlace Express number using RAS.

```
! dial-peer voice 1 voice
  destination-pattern 7777
  description MP express main number
  session target ras
  dtmf-relay h245-alphanumeric
  codec g711ulaw
  no vad
!
! dial-peer voice 2
  voice destination-pattern 7000
  description MP express alternate number
  session target ras
  dtmf-relay h245-alphanumeric
  codec g711ulaw
  no vad
```

Related Topics
- Configuring Cisco Unified CallManager Express and Other Standards-Based H.323 Call-Control Devices, page 7-33

Configuring Cisco Unified MeetingPlace Express: Adding the Gatekeeper

This topic describes how to add a gatekeeper to Cisco Unified MeetingPlace Express in an H.323 environment.

Before You Begin
- Read the following sections:
  - Information About Integration With a Call-Control Device Through a Gatekeeper, page 7-27
  - Prerequisites for Integrating With a Call-Control Device Through a Gatekeeper, page 7-27
- Configure your call-control device by completing one of the following tasks:
  - If you are integrating with Cisco Unified CallManager, see the “Configuring Cisco Unified CallManager: Adding the Gatekeeper, Trunk, and Route Pattern” section on page 7-31.
  - If you are integrating with Cisco Unified CallManager Express or a Cisco IOS software voice-enabled router, see the “Configuring Cisco Unified CallManager Express and Other Standards-Based H.323 Call-Control Devices” section on page 7-33.
Chapter 7  Configuring Call-Control Integration for Cisco Unified MeetingPlace Express

Information About Integration With a Call-Control Device Through a Gatekeeper

- This task is completed in the Cisco Unified MeetingPlace Express Administration Center.
- When you modify the parameters on the H.323 Configuration page, Cisco Unified MeetingPlace Express reinitializes H.323 signaling with the call-control device, for example, Cisco Unified CallManager. During the reinitialization process, which can take up to 2 minutes, calls and voice meetings may be affected.

**Procedure**

**Step 1** Log in to Cisco Unified MeetingPlace Express.

**Step 2** Click **Administration** at the top of the page.

**Step 3** On the left side of the page:

a. Click **System Configuration**.

b. Click **Call Configuration**.

c. Click **H.323 Configuration**.

**Step 4** In the H.323 Configuration page, configure the fields in Table 7-17.

**Table 7-17  Required H.323 Configuration on Cisco Unified MeetingPlace Express for Integration With a Gatekeeper**

<table>
<thead>
<tr>
<th>H.323 Configuration Page Field</th>
<th>Required Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>H.323 enabled</td>
<td>Yes</td>
</tr>
<tr>
<td>Local H.323 port</td>
<td>1720</td>
</tr>
<tr>
<td>Use gatekeeper</td>
<td>Yes</td>
</tr>
<tr>
<td>Gatekeeper</td>
<td>Gatekeeper IP address</td>
</tr>
</tbody>
</table>

**Step 5** Click **Save**.

**Step 6** On the left side of the page:

a. Click **System Configuration**.

b. Click **Call Configuration**.

c. Click **Dial Configuration**.

**Step 7** In the Dial Configuration Page, configure the **Outdials** field to **H.323**.

**Step 8** Click **Save**.

**Step 9** Test this integration by placing a call from any phone to the phone number that is used to access the Cisco Unified MeetingPlace Express system. You should hear the “Welcome to Cisco Unified MeetingPlace Express” greeting.

**Related Topics**

- Information About Integration With a Call-Control Device Through a Gatekeeper, page 7-27
- About This Page: H.323 Configuration, page C-75
- About This Page: Dial Configuration, page C-42
Information About Integration in a SIP Environment

Cisco Unified MeetingPlace Express supports integration with various devices in a SIP call-control environment. To deploy Cisco Unified MeetingPlace Express in a SIP environment, your network must have one of the following applications to route calls:

- Cisco Unified CallManager
- Cisco Unified CallManager Express
- Cisco IOS software voice-enabled router
- Cisco SIP Proxy Server

Topics in this section include:

- Prerequisites for Integration in a SIP Environment, page 7-39
- Cisco Unified CallManager Restrictions for Integration in a SIP Environment, page 7-39
- Required Tasks for Integration in a SIP Environment, page 7-40

Prerequisites for Integration in a SIP Environment

- Verify that the versions of your call-control device and Cisco Unified MeetingPlace Express are compatible. See the Release Notes for Cisco Unified MeetingPlace Express.
- Verify that your IP telephony network is working properly. For example:
  - Verify that the Cisco Unified IP Phones are connected and added to the database of your call-control device.
  - Verify that you can place and receive internal and external calls on the Cisco Unified IP Phones.

Related Topics

- Information About Integration in a SIP Environment, page 7-39

Cisco Unified CallManager Restrictions for Integration in a SIP Environment

- The number of simultaneous calls through the SIP trunk is limited by the number of available Media Termination Point (MTP) resources. This limitation exists because SIP uses in-band RFC 2833 for DTMF tones while H.323, MGCP, TAPI/JTAPI and SCCP all use out-of-band DTMF in Cisco Unified CallManager. The following restrictions and conditions apply:
  - Do not configure more than 48 MTP resources on the Cisco Unified CallManager server. Since each call requires two streams to the MTP device, with one Cisco Unified CallManager server and no external hardware MTP resources, the SIP trunk can support only up to 24 calls.
  - If you have a cluster of Cisco Unified CallManager servers, then each server in the cluster can provide up to 48 MTP resources to support calls through the SIP trunk. For example, a cluster with two Cisco Unified CallManager servers can support up to 48 calls over the SIP trunk.
  - For external hardware MTP resources, you can use a Cisco Catalyst 6500 Series Communication Media Module (CMM) with at least one Ad-Hoc Conferencing and Transcoding (ACT) Port Adapter. This combination provides 512 MTP resources.
  - You can avoid the MTP resource issue altogether by using an H.323 connection through a gatekeeper between Cisco Unified MeetingPlace Express and Cisco Unified CallManager.
• Cisco Unified CallManager Release 4.x requires DSP resources to transcode calls in other codecs to G.711. Without the transcoding, only G.711 calls can be accepted by Cisco Unified MeetingPlace Express over the SIP trunk from Cisco Unified CallManager Release 4.x. For information about supported Cisco DSP resources for transcoding, see the Cisco Unified CallManager System Guide.

• Cisco Unified CallManager Release 4.x does not support RFC 3515, the SIP Refer Method of transferring calls. Therefore, if you use a SIP trunk to integrate Cisco Unified MeetingPlace Express with Cisco Unified CallManager Release 4.x, then calls cannot be transferred to the attendant. Instead, callers hear a busy signal in the situations listed in the “About Operator Assistance” section on page 4-1.

Related Topics
• Information About Integration in a SIP Environment, page 7-39
• Information About Integration With a Call-Control Device Through a Gatekeeper, page 7-27

Required Tasks for Integration in a SIP Environment

The tasks you need to complete depend on the type of call-control device you are using. See Table 7-18 for a task roadmap.

Table 7-18 Roadmap to Configuring Cisco Unified MeetingPlace Express With a Call-Control Device in a SIP Environment

<table>
<thead>
<tr>
<th>Task</th>
<th>Reference</th>
</tr>
</thead>
</table>
| 1. Configure your particular call-control device. | See one of the following procedures depending on your call-control device:  
  - If you are using Cisco Unified CallManager, see the “Configuring Cisco Unified CallManager: Adding the SIP Trunk and Route Pattern” section on page 7-41.  
  - If you are using Cisco Unified CallManager Express or a Cisco IOS software voice-enabled router, see the “Configuring Cisco Unified CallManager Express and Other Cisco IOS Software Voice-Enabled Routers: Adding the SIP Gateway and Dial Peer” section on page 7-46.  
  - If you are using Cisco SIP Proxy Server, see the “Configuring Cisco SIP Proxy Server” section on page 7-51 |
| 2. Configure Cisco Unified MeetingPlace Express to connect to your call-control device through a SIP trunk. | See the “Configuring Cisco Unified MeetingPlace Express: Connecting to a Call-Control Device Through a SIP Trunk” section on page 7-54. |

Related Topics
• Information About Integration in a SIP Environment, page 7-39
Configuring Cisco Unified CallManager: Adding the SIP Trunk and Route Pattern

Perform one of the following tasks, depending on your Cisco Unified CallManager release:

- Adding the SIP Trunk and Route Pattern in Cisco Unified CallManager Release 4.1, page 7-41
- Adding the SIP Trunk and Route Pattern in Cisco Unified CallManager Release 5.x, page 7-43

Related Topics
- Information About Integration in a SIP Environment, page 7-39

Adding the SIP Trunk and Route Pattern in Cisco Unified CallManager Release 4.1

This topic describes how to add the SIP trunk to the Cisco Unified CallManager configuration database. This topic also describes how to enable Cisco Unified CallManager to route calls to Cisco Unified MeetingPlace Express by associating a phone number with the trunk. This association is called a route pattern.

Before You Begin
- Read the following sections:
  - Information About Integration in a SIP Environment, page 7-39
  - Prerequisites for Integration in a SIP Environment, page 7-39
  - Cisco Unified CallManager Restrictions for Integration in a SIP Environment, page 7-39
- This task is performed in the Cisco Unified CallManager Administration pages. Because the pages and menus vary by Cisco Unified CallManager release, you may need to see the Cisco Unified CallManager Administration online help for more accurate step-by-step instructions than those provided in this procedure.

Procedure

Step 1  Go to http://ccm-server/ccmadmin/main.asp, where ccm-server is the fully qualified domain name or IP address of the Cisco Unified CallManager server.
Step 2  Log in with your Cisco Unified CallManager administrator username and password.
Step 3  Add a new SIP trunk by completing the following actions:
  a. In the menu at the top of the Cisco Unified CallManager Administration page, click Device > Trunk.
  b. In the top right corner, click Add a New Trunk.
  c. In the Trunk type field, select SIP Trunk.
  d. In the Device Protocol field, select SIP.
  e. Click Next.
  f. In the Trunk Configuration page, configure the fields described in Table 7-19.
Information About Integration in a SIP Environment

Table 7-19 Fields for Adding A New Trunk to Cisco Unified CallManager

<table>
<thead>
<tr>
<th>Trunk Configuration Field</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Device Name</td>
<td>Enter a unique identifier for this trunk, such as the name or IP address of the Cisco Unified MeetingPlace Express server.</td>
</tr>
<tr>
<td>Device Pool</td>
<td>If no device pools are defined, then select Default. If the Cisco Unified CallManager deployment utilizes customer-defined device pools, then either create a new device pool or choose an existing device pool for a region with a codec that is compatible with the conferencing gateway. Currently, Cisco Unified MeetingPlace Express supports only the G.711 audio codec. The device pool specifies a collection of properties for this device including Cisco Unified CallManager Group, Date/Time Group, and Region.</td>
</tr>
<tr>
<td>Media Termination Point</td>
<td>Check this check box.</td>
</tr>
<tr>
<td>Required</td>
<td></td>
</tr>
<tr>
<td>Destination Address</td>
<td>Enter the IP address of Port 1 (eth0) of the Cisco Unified MeetingPlace Express server.</td>
</tr>
<tr>
<td>Destination Port</td>
<td>Keep the default value of 5060.</td>
</tr>
<tr>
<td>Incoming Port</td>
<td>If it becomes necessary for you to change this port number, then make sure that you configure the exact same port number in the Local SIP port: field in the SIP Configuration page of the Cisco Unified MeetingPlace Express Administration Center.</td>
</tr>
<tr>
<td>Outgoing Transport Type</td>
<td>Select UDP.</td>
</tr>
</tbody>
</table>

For all other required fields on the Trunk Configuration page, configure the fields appropriately for the current Cisco Unified CallManager deployment. For information about each field, see the Cisco Unified CallManager online help or see the administration guide for your specific Cisco Unified CallManager release.

Click Insert to add the new trunk.

Step 4 Add the route pattern to the Cisco Unified CallManager database by completing the following actions:

a. In the menu at the top of the Cisco Unified CallManager Administration page, click Route Plan > Route/Hunt > Route Pattern.

b. In the top right corner, click Add a New Route Pattern.

c. In the Route Pattern Configuration page, configure the fields described in Table 7-20.
This topic describes how to add the SIP trunk to the Cisco Unified CallManager configuration database. This topic also describes how to enable Cisco Unified CallManager to route calls to Cisco Unified MeetingPlace Express by associating a phone number with the trunk. This association is called a route pattern.

**Before You Begin**

- Read the following sections:
  - Information About Integration in a SIP Environment, page 7-39
  - Prerequisites for Integration in a SIP Environment, page 7-39
  - Cisco Unified CallManager Restrictions for Integration in a SIP Environment, page 7-39
- This task is performed in the Cisco Unified CallManager Administration pages. Because the pages and menus vary by Cisco Unified CallManager release, you may need to see the Cisco Unified CallManager Administration online help for more accurate step-by-step instructions than those provided in this procedure. The following procedure was created using Cisco Unified CallManager Release 5.0(3).

**Procedure**

**Step 1** Go to `http://ccm-server/ccmadmin/main.asp`, where `ccm-server` is the fully qualified domain name or IP address of the Cisco Unified CallManager server.

**Step 2** Log in with your Cisco Unified CallManager administrator username and password.

**Table 7-20**  
*Fields for Adding A New Route Pattern to Cisco Unified CallManager*

<table>
<thead>
<tr>
<th>Route Pattern Configuration Field</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Route Pattern</td>
<td>Enter the phone number for users to call in to Cisco Unified MeetingPlace Express. This number must match the value configured in the Username: field in the SIP Configuration page of the Cisco Unified MeetingPlace Express Administration Center. Do not enter any spaces in this field.</td>
</tr>
<tr>
<td>Gateway or Route List</td>
<td>Select the value that matches the Device Name you entered for the gateway in Step 3f.</td>
</tr>
</tbody>
</table>

**Related Topics**

- Information About Integration in a SIP Environment, page 7-39
- About This Page: SIP Configuration, page C-131
- Information About Integration With Cisco Unified CallManager, page 7-1

Adding the SIP Trunk and Route Pattern in Cisco Unified CallManager Release 5.x

This topic describes how to add the SIP trunk to the Cisco Unified CallManager configuration database. This topic also describes how to enable Cisco Unified CallManager to route calls to Cisco Unified MeetingPlace Express by associating a phone number with the trunk. This association is called a route pattern.

**Before You Begin**

- Read the following sections:
  - Information About Integration in a SIP Environment, page 7-39
  - Prerequisites for Integration in a SIP Environment, page 7-39
  - Cisco Unified CallManager Restrictions for Integration in a SIP Environment, page 7-39
- This task is performed in the Cisco Unified CallManager Administration pages. Because the pages and menus vary by Cisco Unified CallManager release, you may need to see the Cisco Unified CallManager Administration online help for more accurate step-by-step instructions than those provided in this procedure. The following procedure was created using Cisco Unified CallManager Release 5.0(3).

**Procedure**

**Step 1** Go to `http://ccm-server/ccmadmin/main.asp`, where `ccm-server` is the fully qualified domain name or IP address of the Cisco Unified CallManager server.

**Step 2** Log in with your Cisco Unified CallManager administrator username and password.
Step 3 Add a new SIP trunk by completing the following actions:

a. In the menu at the top of the Cisco Unified CallManager Administration page, click Device > Trunk.

b. Click Add New.

c. In the Trunk type field, select SIP Trunk.

d. In the Device Protocol field, select SIP if it is not automatically selected for you.

e. Click Next.

f. In the Trunk Configuration page, configure the fields described in Table 7-21.

Table 7-21 Fields for Adding A New Trunk to Cisco Unified CallManager

<table>
<thead>
<tr>
<th>Trunk Configuration Field</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Device Name</td>
<td>Enter a unique identifier for this trunk, such as the name or IP address of the Cisco Unified MeetingPlace Express server.</td>
</tr>
<tr>
<td>Device Pool</td>
<td>If no device pools are defined, then select Default.</td>
</tr>
<tr>
<td></td>
<td>If the Cisco Unified CallManager deployment utilizes customer-defined device pools, then either create a new device pool or choose an existing device pool for a region with a codec that is compatible with the conferencing gateway. Currently, Cisco Unified MeetingPlace Express supports only the G.711 audio codec. The device pool specifies a collection of properties for this device including Cisco Unified CallManager Group, Date/Time Group, and Region.</td>
</tr>
<tr>
<td>Media Termination Point Required</td>
<td>Check this check box.</td>
</tr>
<tr>
<td>Destination Address</td>
<td>Enter the IP address of Port 1 (eth0) of the Cisco Unified MeetingPlace Express server.</td>
</tr>
<tr>
<td>Destination Port</td>
<td>Keep the default value of 5060.</td>
</tr>
<tr>
<td></td>
<td>If it becomes necessary for you to change this port number, then make sure that you configure the exact same port number in the Local SIP port: field in the SIP Configuration page of the Cisco Unified MeetingPlace Express Administration Center.</td>
</tr>
<tr>
<td>SIP Trunk Security Profile</td>
<td>Select Non Secure SIP Trunk Profile.</td>
</tr>
<tr>
<td>SIP Profile</td>
<td>Select Standard SIP Profile.</td>
</tr>
<tr>
<td>DTMF Signaling Method</td>
<td>Select RFC 2833.</td>
</tr>
</tbody>
</table>

g. For all other required fields on the Trunk Configuration page, configure the fields appropriately for the current Cisco Unified CallManager deployment. For information about each field, see the Cisco Unified CallManager online help or see the administration guide for your specific Cisco Unified CallManager release.

h. Click Save to add the new trunk.
Step 4 Configure the standard SIP profile by completing the following actions:

a. In the menu at the top of the Cisco Unified CallManager Administration page, click Device > Device Settings > SIP Profile.

b. To list all SIP profiles, click Find without entering anything in the Search Options fields.

c. Under Search Results, click Standard SIP Profile.

d. On the SIP Profile Configuration page, configure the fields described in Table 7-22.

Step 5 Configure the nonsecure SIP trunk profile by completing the following actions:

a. In the menu at the top of the Cisco Unified CallManager Administration page, click System > Security Profile > SIP Trunk Security Profile.

b. To list all SIP trunk security profiles, click Find without entering anything in the Search Options fields.

c. Under Search Results, click Non Secure SIP Trunk Profile.

d. On the SIP Trunk Security Profile Configuration page, configure the fields described in Table 7-23.

Table 7-22 Fields for Configuring the Standard SIP Profile in Cisco Unified CallManager

<table>
<thead>
<tr>
<th>SIP Profile Field</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default MTP Telephony Event Payload Type</td>
<td>Keep the default value of <strong>101</strong>.</td>
</tr>
<tr>
<td></td>
<td>If it becomes necessary for you to change this number, then make sure that you configure the exact same number in the RFC2833 payload type field on the SIP Configuration page of the Cisco Unified MeetingPlace Express Administration Center.</td>
</tr>
<tr>
<td>Disable Early Media on 180</td>
<td>Ensure that this check box is not selected.</td>
</tr>
</tbody>
</table>

e. For all other required fields on the SIP Profile Configuration page, configure the fields appropriately for the current Cisco Unified CallManager deployment. For information about each field, see the Cisco Unified CallManager online help or see the administration guide for your specific Cisco Unified CallManager release.

f. Click Save.

Table 7-23 Fields for Configuring the Non Secure SIP Trunk Profile in Cisco Unified CallManager

<table>
<thead>
<tr>
<th>SIP Trunk Security Profile Information Field</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incoming Transport Type</td>
<td>Keep the default value of <strong>TCP+UDP</strong>.</td>
</tr>
<tr>
<td>Outgoing Transport Type</td>
<td>Select <strong>UDP</strong>.</td>
</tr>
</tbody>
</table>

e. For all other required fields on the SIP Trunk Security Profile Configuration page, configure the fields appropriately for the current Cisco Unified CallManager deployment. For information about each field, see the Cisco Unified CallManager online help or see the administration guide for your specific Cisco Unified CallManager release.

f. Click Save.
Step 6  Add the route pattern to the Cisco Unified CallManager database by completing the following actions:

a. In the menu at the top of the Cisco Unified CallManager Administration page, click Call Routing > Route/Hunt > Route Pattern.

b. Click Add New.

c. In the Route Pattern Configuration page, configure the fields described in Table 7-24.

Table 7-24  Fields for Adding A New Route Pattern to Cisco Unified CallManager

<table>
<thead>
<tr>
<th>Route Pattern Configuration Field</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Route Pattern</td>
<td>Enter the phone number for users to call in to Cisco Unified MeetingPlace Express. This number must match the value configured in the Username: field in the SIP Configuration page of the Cisco Unified MeetingPlace Express Administration Center. Do not enter any spaces in this field.</td>
</tr>
<tr>
<td>Gateway/Route List</td>
<td>Select the value that matches the Device Name you entered for the gateway in Step 3f.</td>
</tr>
</tbody>
</table>

d. For all other required fields on the Route Pattern Configuration page, configure the fields appropriately for the current Cisco Unified CallManager deployment. For information about each field, see the Cisco Unified CallManager online help or see the administration guide for your specific Cisco Unified CallManager release.

e. Click Save to add the route pattern to Cisco Unified MeetingPlace Express.

f. Click OK to any pop-up dialog box messages that you see.

Related Topics
- Information About Integration in a SIP Environment, page 7-39
- About This Page: SIP Configuration, page C-131
- Information About Integration With Cisco Unified CallManager, page 7-1

Configuring Cisco Unified CallManager Express and Other Cisco IOS Software Voice-Enabled Routers: Adding the SIP Gateway and Dial Peer

This topic describes how to configure Cisco call-control devices other than Cisco Unified CallManager for the SIP voice over IP (VoIP) service.

For further information about Cisco IOS and SIP configuration, see the Cisco IOS SIP Configuration Guide for your Cisco IOS software major release.

This topic is divided in to four tasks:
- Shutting Down or Enabling Voice over IP (VoIP) Service on the Cisco Gateway, page 7-47
- Configuring SIP Server Support, page 7-48
- Verifying SIP Gateway Status, page 7-49
- Configuring SIP Support for Voice Dial Peers, page 7-49
Chapter 7  Configuring Call-Control Integration for Cisco Unified MeetingPlace Express

Information About Integration in a SIP Environment

Related Topics
- Information About Integration in a SIP Environment, page 7-39

Shutting Down or Enabling Voice over IP (VoIP) Service on the Cisco Gateway

Before You Begin
- Read the following sections:
  - Information About Integration in a SIP Environment, page 7-39
  - Prerequisites for Integration in a SIP Environment, page 7-39
- This task is performed in the Cisco IOS command-line interface (CLI) of the Cisco router. For more information about the Cisco IOS commands used in this procedure, see the Cisco IOS Commands Master List for your Cisco IOS software major release.

Procedure

Step 1
On the Cisco router, enter privileged EXEC mode or any other security level set by a system administrator. Enter your password if prompted.
Router# enable

Step 2
Enter global configuration mode.
Router# configure terminal

Step 3
Enter voice-service VoIP configuration mode.
Router(config)# voice service voip

Step 4
Enter SIP configuration mode.
Router(config-voi-serv)# sip

Step 5
Shut down or enable VoIP call services for the selected submode.
Router(config-serv-sip)# [no] call service stop [forced] [maintain-registration]
- To stop SIP service without killing active calls, choose the maintain registration attribute, that is:
  Router(config-serv-sip)# call service stop maintain-registration
- To stop SIP service and tear down active calls, choose the forced argument, that is:
  Router(config-serv-sip)# call service stop forced

Step 6
Exit the current mode.
Router(config-serv-sip)# exit

Step 7
Proceed to the “Configuring SIP Server Support” section on page 7-48.

Related Topics
- Information About Integration in a SIP Environment, page 7-39
- Configuring Cisco Unified CallManager Express and Other Cisco IOS Software Voice-Enabled Routers: Adding the SIP Gateway and Dial Peer, page 7-46
Configuring SIP Server Support

**Before You Begin**

- Read the following sections:
  - Information About Integration in a SIP Environment, page 7-39
  - Prerequisites for Integration in a SIP Environment, page 7-39
- Complete the task described in the “Shutting Down or Enabling Voice over IP (VoIP) Service on the Cisco Gateway” section on page 7-47.
- This task is performed in the Cisco IOS command-line interface (CLI) of the Cisco router. For more information about the Cisco IOS commands used in this procedure, see the Cisco IOS Commands Master List for your Cisco IOS software major release.

**Procedure**

**Step 1** On the Cisco router, enter privileged EXEC mode or any other security level set by a system administrator. Enter your password if prompted.

```
Router# enable
```

**Step 2** Enter global configuration mode.

```
Router# configure terminal
```

**Step 3** Enter SIP user-agent configuration mode.

```
Router(config)# sip-ua
```

**Step 4** Register E.164 numbers with an external SIP proxy or SIP registrar server.

```
Router(config-sip-ua)# registrar [dns:address] [ipv4:ip-address] expires seconds [tcp] [secondary]
```

- **dns:address**—Domain-name server that resolves the name of the dial peer to receive calls.
- **ipv4:ip-address**—IP address of the dial peer to receive calls.
- **expires seconds**—Default registration time, in seconds.
- **tcp**—Sets transport layer protocol to TCP. UDP is the default.
- **secondary**—(Optional) Specifies registration with a secondary SIP proxy or registrar for redundancy purposes.

**Step 5** Specify the network address (IP address or hostname) of the SIP proxy server.

```
Router(config-sip-ua)# sip-server [ipv4:ip-address] [dns:address]
```

**Step 6** Exit the current mode.

```
Router(config-sip-ua)# exit
```

**Step 7** Proceed to the “Verifying SIP Gateway Status” section on page 7-49.
Verifying SIP Gateway Status

Before You Begin
- Complete the task described in the “Configuring SIP Server Support” section on page 7-48.
- This task is performed in the Cisco IOS command-line interface (CLI) of the Cisco router. For more information about the Cisco IOS commands used in this procedure, see the Cisco IOS Commands Master List for your Cisco IOS software major release.

Procedure

Step 1 Use the following commands on the Cisco router to verify your SIP gateway status:
Router # show sip service
Router # show sip-ua register status
Router # show sip-ua statistics
Router # show sip-ua status
Router # show sip-ua timers

Step 2 Proceed to the “Configuring SIP Support for Voice Dial Peers” section on page 7-49.

Related Topics
- Information About Integration in a SIP Environment, page 7-39
- Configuring Cisco Unified CallManager Express and Other Cisco IOS Software Voice-Enabled Routers: Adding the SIP Gateway and Dial Peer, page 7-46

Configuring SIP Support for Voice Dial Peers

This topic describes how to enable your call-control device to route calls to Cisco Unified MeetingPlace Express using SIP. Configuring dial peers is the key to implementing dial plans and providing voice services over an IP packet network. Dial peers are used to identify call source and destination endpoints and to define the characteristics applied to each call leg in the call connection.

Before You Begin
- Read the following sections:
  - Information About Integration in a SIP Environment, page 7-39
  - Prerequisites for Integration in a SIP Environment, page 7-39
- Complete the “Verifying SIP Gateway Status” section on page 7-49.
- This task is performed in the Cisco IOS command-line interface (CLI) of the router. For more information about the Cisco IOS commands used in this procedure, see the Cisco IOS Commands Master List for your Cisco IOS software major release.


**Procedure**

**Step 1** On the Cisco router, enter privileged EXEC mode or any other security level set by a system administrator. Enter your password if prompted.

Router# enable

**Step 2** Enter global configuration mode.

Router# configure terminal

**Step 3** Enter dial peer voice configuration mode and define a remote voice over IP (VoIP) dial peer.

Router(config)# dial-peer voice number voip

- *number*—One or more digits that identify the dial peer. Valid entries are from 1 to 2147483647.
- *voip*—Indicates a VoIP peer that uses voice encapsulation on the IP network.

**Step 4** Enter the session protocol type.

Router(config-dialpeer)# session protocol sipv2

- *sipv2*—Configures the dial peer to use IETF SIP.

**Step 5** Configure the router to use a particular codec.

Router(config-dialpeer)# codec [g711ulaw | g711alaw]

**Step 6** Configure the router to use dual tone multifrequency (DTMF) relay to transport DTMF digits.

Router(config-dialpeer)# dtmf-relay rtp-nte

**Step 7** Specify a network-specific address for a dial peer.

Router(config-dialpeer)# session target {sip-server | dns:[hostname] | ipv4:ip-address:[port-num]}

- *sip-server*—Sets the session target to the global SIP server. Used when the sip-server command has already specified the name or IP address of the SIP server interface.
- *dns:hostname*—Sets the global SIP server interface to a domain name server (DNS) host name. A valid DNS host name takes the following format: name.gateway.xyz.
- *ipv4:ip-address*—Sets the IP address.
- *port-num*—(Optional) Sets the UDP port number for the SIP server.

**Note** Wildcards can be used when defining the session target for VoIP peers.

**Step 8** Disable voice activity detection (VAD) for the calls using this dial peer.

Router(config-dialpeer)# [no] vad

**Step 9** Exit the current mode.

Router(config-dialpeer)# exit
Example

The following example displays a dial peer that was configured to direct calls to a Cisco Unified MeetingPlace Express number by using SIP. The Cisco Unified MeetingPlace Express IP address is configured as 10.8.17.42.

```
dial-peer voice 123 voip
destination-pattern [12]...
session protocol sipv2
session target ipv4:10.8.17.42
dtmf-relay rtp-nte
codec g711ulaw
no vad
```

Related Topics

- Information About Integration in a SIP Environment, page 7-39
- Configuring Cisco Unified CallManager Express and Other Cisco IOS Software Voice-Enabled Routers: Adding the SIP Gateway and Dial Peer, page 7-46

Configuring Cisco SIP Proxy Server

The Cisco SIP proxy server (Cisco SPS) is a call-control software package that enables service providers and others to build scalable, reliable packet voice networks and to provide call-session management in a VoIP network. It can also serve as a registrar or redirect server. It provides a full array of call-routing capabilities for maximizing network performance in both small and large packet voice networks.

Cisco SPS has the capabilities of an edge proxy server, performing such functions as authentication, accounting, registration, network-access control, and security. It can also has the capabilities of an infrastructure proxy server, performing such functions as next-hop routing based on received or translated destination URLs.

This topic describes how to configure Cisco SPS to recognize Cisco Unified MeetingPlace Express as an endpoint. It is comprised of two tasks:

- Configuring Cisco SIP Proxy Server: Adding Cisco Unified MeetingPlace Express as a Subscriber, page 7-52
- Configuring Cisco SIP Proxy Server: Configuring a Route, page 7-52

Note

For detailed information about how to install, configure, and manage Cisco SPS, see the Installation Guide or Administrator Guide for your Cisco SIP proxy server release.

Related Topics

- Required Tasks for Integration in a SIP Environment, page 7-40
- Information About Integration in a SIP Environment, page 7-39
Configuring Cisco SIP Proxy Server: Adding Cisco Unified MeetingPlace Express as a Subscriber

A subscriber is a SIP endpoint that has static, configurable subscriber information. This topic describes how to add Cisco Unified MeetingPlace Express as a subscriber to Cisco SIP proxy server (SPS).

**Before You Begin**
Install and configure your Cisco SPS by using the instructions in the Cisco SIP Proxy Server documentation.

**Procedure**

**Step 1**
From the Cisco SPS main menu, click **Subscribers**.

**Step 2**
To add a new subscriber, do the following:

a. Click **Add**.

b. Enter Cisco Unified MeetingPlace Express information. Any field that has a red asterisk must have an entry.

c. Click **Submit**.

**Related Topics**
- Configuring Cisco SIP Proxy Server, page 7-51
- Information About Integration in a SIP Environment, page 7-39

Configuring Cisco SIP Proxy Server: Configuring a Route

You can add, change, or delete dynamic and static routes.

A dynamic route is a path through the network that is automatically calculated according to routing protocols and routing update messages. A static route is a fixed path through the network that you explicitly configure. Static routes take precedence over dynamic routes and are synchronized among farm members. Configurable route information includes the following:

- Destination pattern and type
- Next hop and next-hop port
- Transport protocol
- Priority and weight
- Tech-prefix action
- Allow less-specific route
- Route block
- In service
- Label
Define destination patterns for routes when setting up a static route with Cisco SIP Proxy Server (SPS) as follows:

- Use user=phone when routing based on the phone number in the user portion.
  
  **Example:** +14085550122@cisco.com; user=phone (where 14085550122 is an E.164 number)
  
  **Example:** 50122@cisco.com; user=phone (where 50122 is an unambiguous extension within the cisco.com domain)

- Use user=ip when routing based on the domain portion (also known as domain routing).

You can use any of the characters included in the following directive when specifying a destination pattern, with the following caveat:

- **NumericUsernameCharacterSet**—Set of characters that Cisco SPS uses to determine whether the user-information portion of a Request-URI is in a category that applies to the “NumericUsernameInterpretation” processing step. This set does not apply to any user-information parameters.
  
  Default is +0123456789.-() (global phone number combinations). For more information on this directive, see the sipd.conf file.

**Caution**

Some characters are treated as visual separators (examples: ( ) . -). These characters are removed before looking in the route database. Do not include them when defining a route destination pattern.

Special characters for defining a route are as follows:

- * indicates a multiple-digit wildcard (example: 9* matches 911, 914085551212)
- . indicates a single-digit wildcard (example: 9.. matches 911, but not 9111)
- \* indicates an actual * character (example: \*69 matches +69)

**Before You Begin**

- Install and configure your Cisco SPS by using the instructions in the Cisco SIP Proxy Server documentation.
- Complete the task described in the “Configuring Cisco SIP Proxy Server: Adding Cisco Unified MeetingPlace Express as a Subscriber” section on page 7-52.

**Procedure**

**Step 1**  
From the Cisco SPS main menu, click **Routes**.

**Step 2**  
Display existing routes by performing a search with the search tool.

**Step 3**  
To add a new route, do the following:

- Click **Add**.
- Enter route information. Any field that has a red asterisk must have an entry.
- Click **Submit**.

**Related Topics**

- Configuring Cisco SIP Proxy Server, page 7-51
- Information About Integration in a SIP Environment, page 7-39
Configuring Cisco Unified MeetingPlace Express: Connecting to a Call-Control Device Through a SIP Trunk

This topic describes how to configure Cisco Unified MeetingPlace Express to connect directly to a supported call-control device through a SIP trunk.

Before You Begin

- Read the following sections:
  - Prerequisites for Integration in a SIP Environment, page 7-39
  - Cisco Unified CallManager Restrictions for Integration in a SIP Environment, page 7-39
- Configure your call-control device:
  - If you are integrating with Cisco Unified CallManager, complete the “Configuring Cisco Unified CallManager: Adding the SIP Trunk and Route Pattern” section on page 7-41.
  - If you are integrating with Cisco Unified CallManager Express or a Cisco IOS software voice-enabled router, complete the tasks described in the “Configuring Cisco Unified CallManager Express and Other Cisco IOS Software Voice-Enabled Routers: Adding the SIP Gateway and Dial Peer” section on page 7-46.
  - If you are integrating with Cisco SIP Proxy Server, complete the “Configuring Cisco SIP Proxy Server” section on page 7-51.
- This task is completed in the Cisco Unified MeetingPlace Express Administration Center.

Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Log in to Cisco Unified MeetingPlace Express.</td>
</tr>
<tr>
<td>Step 2</td>
<td>Click Administration at the top of the page.</td>
</tr>
</tbody>
</table>
| Step 3 | On the left side of the page:  
  a. Click System Configuration.  
  b. Click Call Configuration.  
  c. Click SIP Configuration. |
| Step 4 | In the SIP Configuration page, configure the fields in Table 7-25. |

<table>
<thead>
<tr>
<th>Table 7-25 Required Configuration for SIP Configuration Page on Cisco Unified MeetingPlace Express for Integration Through a SIP Trunk</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SIP Configuration Page Field</strong></td>
</tr>
<tr>
<td>SIP enabled?</td>
</tr>
<tr>
<td>Local SIP port:</td>
</tr>
</tbody>
</table>
Step 5 Click Save.

Step 6 On the left side of the page:
   a. Click System Configuration.
   b. Click Call Configuration.
   c. Click Dial Configuration.

Step 7 In the Dial Configuration Page, configure the Outdials field to SIP.

Step 8 Click Save.

Step 9 Test this integration by placing a call from any phone to the phone number that is used to access the Cisco Unified MeetingPlace Express system. You should hear the “Welcome to Cisco Unified MeetingPlace Express” greeting.

### Related Topics
- Required Tasks for Integration in a SIP Environment, page 7-40
- Information About Integration in a SIP Environment, page 7-39
This chapter describes user groups and user profiles, which determine the privileges and meeting preferences for Cisco Unified MeetingPlace Express users. Topics in this section include:

- Information About User Groups, page 8-1
- Information About User Profiles, page 8-3
- Information About the Settings in User Groups and User Profiles, page 8-5
- About the Admin Profile, page 8-21
- Information About the Guest Profile and Guest Users, page 8-21
- Information About the Active, Inactive, and Locked States of User Profiles, page 8-23
- How to Configure User Groups and User Profiles, page 8-25

The content in this chapter applies only to the Cisco Unified MeetingPlace Express system and not to the Cisco Unified MeetingPlace Express VT system.

### Information About User Groups

Topics in this section include:

- User Profiles Inherit User Group Configurations, page 8-1
- About the Preconfigured System User Group, page 8-2
- Recommendations for User Groups, page 8-2

### User Profiles Inherit User Group Configurations

User groups contain information that can be inherited by user profiles. A user profile identifies a specific user and defines which privileges and preferences have been assigned to that user for Cisco Unified MeetingPlace Express. In each user profile, the **Group name** field identifies the user group to which the user profile belongs. Many of the fields in the user profile can be set to Group Default, which means that the field value in the assigned user group becomes the field value used in the user profile. When you configure a field in a user group, that field is automatically updated in each user profile within the group, provided that the field is set to Group Default in the user profile.
To override a user group field configuration within an individual user profile, set the field in the user profile to a value other than Group Default. Further updates to the field in the user group will not affect the field in the user profile.

Related Topics
- Information About the Settings in User Groups and User Profiles, page 8-5
- Information About User Profiles, page 8-3
- Information About User Groups, page 8-1

About the Preconfigured System User Group

Cisco Unified MeetingPlace Express comes preconfigured with a user group named System. Except for the name, all fields in the System user group can be modified. You cannot, however, delete the System user group.

The System user group is assigned to user profiles as follows:
- By default, the System user group is assigned to the preconfigured Admin and Guest profiles.
- If a user group is deleted, then any user profiles that were assigned to that user group are automatically assigned to the System user group.
- If user profiles are imported with specified user groups that do not exist in the Cisco Unified MeetingPlace Express database, then those user profiles are automatically assigned to the System user group.

Related Topics
- About the Admin Profile, page 8-21
- Information About the Guest Profile and Guest Users, page 8-21
- Information About User Groups, page 8-1

Recommendations for User Groups

We recommend the following:
- Add at least one user group, so that you can easily manage and configure system administrator profiles separately from end-user profiles. For example, a simple setup can use the following two user groups:
  - Administrator—Assign to the preconfigured Admin profile and to the user profiles of any other system administrators. Enable all privileges for users in this group.
  - System (preconfigured)—Assign to end-user profiles and to the preconfigured Guest profile, which is used as a template for new user profiles. Some Guest profile fields are also applied to guest users.
- If you use the Find Me dial-out feature with non-direct-dial pagers, then you need at least one user group for each pager system phone number that is shared by your users.
- Before importing any user profiles, make sure that you create or import the user groups to which the imported user profiles belong.
Use as many Group Default settings as you can in your user profiles:

- The more Group Default settings you have in each user profile, the more easily you can maintain user profiles for similar users.
- The more Group Default settings you have in the preconfigured Guest profile, the more easily you can create user profiles for similar users, because the Guest profile is used as a template for new user profiles.

Related Topics

- Information About the Guest Profile and Guest Users, page 8-21
- About the Find Me Feature, page 8-13
- Information About the Settings in User Groups and User Profiles, page 8-5
- How to Configure User Groups and User Profiles, page 8-25
- Importing User Groups, page 9-5
- Information About User Profiles, page 8-3

Information About User Profiles

A user profile identifies a specific user and defines the privileges and preferences configured for that user in Cisco Unified MeetingPlace Express. The Cisco Unified MeetingPlace Express database should have a user profile for every person who sets up meetings and attends meetings regularly. Unprofiled users may attend meetings that are not restricted to profiled users only.

Two user profiles are preconfigured on the system and cannot be deleted:

- Admin—Described in the “About the Admin Profile” section on page 8-21.
- Guest—Described in the “Information About the Guest Profile and Guest Users” section on page 8-21.

Depending on how each user profile is added to the Cisco Unified MeetingPlace Express database, user login attempts are authenticated by one of the following methods:

- Locally on Cisco Unified MeetingPlace Express
- Through an external LDAP directory
- Through an AXL SOAP API.

Create or import user groups before you create or import user profiles. User profiles inherit user group configurations, so you can avoid configuring most fields for each user.

System administrators are responsible for maintaining the directory of users and their associated privileges. Topics in this section include:

- About the Benefits of User Profiles, page 8-4
- About the Methods of Adding User Profiles, page 8-4
About the Benefits of User Profiles

While unprofiled users may attend meetings that anyone may join, only profiled users may do the following:

- Start or own reservationless meetings
- Schedule and manage meetings
- Update and maintain some of their own user profile settings
- Attend meetings that are restricted to profiled users
- Be contacted by phone or pager at the time of their meetings
- Access meeting recordings that are restricted to profiled users

Related Topics
- Information About User Profiles, page 8-3
- Information About User Groups, page 8-1
- Information About the Guest Profile and Guest Users, page 8-21

About the Methods of Adding User Profiles

There are three methods of populating the Cisco Unified MeetingPlace Express database with user profiles:

- Automatically Creating User Profiles During Authentication (Recommended Method), page 8-4
- Manually Creating User Profiles, page 8-4
- Importing User Profiles, page 8-5

Automatically Creating User Profiles During Authentication (Recommended Method)

The system automatically creates a user profile when a new user attempts to log in to Cisco Unified MeetingPlace Express and is successfully authenticated through an external directory. This method allows eligible, unprofiled users to use Cisco Unified MeetingPlace Express without waiting for a system administrator to import or create their user profiles.

Related Topics
- About User Authentication By an External Directory, page 7-13
- About the Methods of Adding User Profiles, page 8-4
- Information About User Profiles, page 8-3

Manually Creating User Profiles

Manually creating user profiles through the Administration Center is useful for adding one or a few new users to the database, for example, when you need temporary user profiles for visitors. Manual user profile creation is also useful when an external directory is not available for automatic profile creation during user authentication.
Related Topics

- Adding User Profiles Manually, page 8-28
- About the Methods of Adding User Profiles, page 8-4
- Information About User Profiles, page 8-3

Importing User Profiles

You can import user profiles by using a spreadsheet in CSV text file format. This option can be useful for company mergers or for initial setup of user profiles when an external directory is not available for automatic profile creation during user authentication.

Related Topics

- Importing User Profiles, page 9-7
- About the Methods of Adding User Profiles, page 8-4
- Information About User Profiles, page 8-3

Information About the Settings in User Groups and User Profiles

User groups contain only information that can be applied to multiple users. Information for individual users, such as names, phone numbers, and e-mail addresses, are included only in user profiles. This chapter describes the information stored in user groups and user profiles.

Topics in this section include:

- About First and Last Names, page 8-5
- About Usernames and Passwords, page 8-6
- About Phone Profile Numbers and Passwords, page 8-6
- About the Types of Users, page 8-7
- About User Contact Information, page 8-11
- About Dial-Out Features and Voice Prompt Languages, page 8-11
- About the Find Me Feature, page 8-13
- About Time Zones, page 8-17
- About Language Preferences, page 8-18
- About Billing Information, page 8-19
- About Meeting Preferences, page 8-19
- About Meeting Restrictions, page 8-20
- About E-Mail Notification Privileges, page 8-20

About First and Last Names

In meeting participant lists and some reports, Cisco Unified MeetingPlace Express identifies users by the first and last names configured in the user profiles.
Information About the Settings in User Groups and User Profiles

Related Topics
- Information About the Settings in User Groups and User Profiles, page 8-5
- Information About User Profiles, page 8-3
- About This Page: Add User Profile, page C-16

About Usernames and Passwords

Cisco Unified MeetingPlace Express identifies users by their usernames in reports, in exported information, and on the pages of the System Administration Center. A username is a unique string that users enter, along with an associated password, to log in to Cisco Unified MeetingPlace Express from a workstation.

A separate, numeric user identification, called a phone profile number, is used to connect to Cisco Unified MeetingPlace Express from a touch-tone phone. A separate, numeric password is associated with the phone profile number. For more information, see the "About Phone Profile Numbers and Passwords" section on page 8-6.

When assigning usernames and passwords, we recommend the following:
- Consider assigning usernames that match existing usernames for e-mail, web, or other applications.
- Avoid assigning numeric-only usernames, because they are difficult to read and distinguish from one another, especially in meeting participant lists.
  Nevertheless, numeric-only usernames may be useful for simplifying system administration. For example, you may choose to use an identical username, phone profile number, and phone number within each user profile.

Related Topics
- About Phone Profile Numbers and Passwords, page 8-6
- Information About the Settings in User Groups and User Profiles, page 8-5
- Information About User Profiles, page 8-3
- About This Page: Add User Profile, page C-16

About Phone Profile Numbers and Passwords

In addition to having a unique username, each user profile has a unique phone profile number. Cisco Unified MeetingPlace Express uses phone profile numbers to identify users over the telephone. Typically, the phone profile number is the same as the user's telephone number, extension, or voice mailbox number. The phone profile number has a corresponding numeric password.

For users that are authenticated by an external directory through Cisco Unified CallManager:
- The phone profile number is derived from the phone number of the user.
- The phone profile password is derived from the numeric PIN configured in the external directory.

Note that reservationless meetings use phone profile numbers for the meeting IDs. Therefore, when reservationless meetings are enabled on the system, users cannot schedule meetings using meeting IDs that match existing phone profile numbers.
A separate, alphanumeric user identification, called a username, is used to log in to Cisco Unified MeetingPlace Express from a workstation. A separate, alphanumeric password is associated with the username. For more information, see the “About Usernames and Passwords” section on page 8-6.

Related Topics
- Information About Reservationless Meetings, page 5-6
- About User Authentication By an External Directory, page 7-13
- User Profile Settings When Authenticated By an External Directory, page 7-15
- Information About the Settings in User Groups and User Profiles, page 8-5
- Information About User Profiles, page 8-3
- About This Page: Add User Profile, page C-16

About the Types of Users

Each user profile specifies a type of user, the configuration of which restricts the privileges and access available to that user in Cisco Unified MeetingPlace Express. This section describes the available types of users. Topics in this section include:
- About End Users, page 8-7
- About Delegates, page 8-8
- About Attendants, page 8-9
- About System Administrators, page 8-10

About End Users

End users can schedule and control meetings, attend meetings to which they have been invited, attend any publicly listed meeting, and change certain configurations in their own user profiles. All of these actions are taken through the end-user web interface. End users cannot access the Administration Center.

The preconfigured Guest profile is always configured as an end user.

For information about the end-user web interface, click Help in the end-user web interface or see the User Guide for Cisco Unified MeetingPlace Express.

Related Topics
- Information About the Guest Profile and Guest Users, page 8-21
- About the Types of Users, page 8-7
- Information About the Settings in User Groups and User Profiles, page 8-5
- About This Page: Add User Profile, page C-16
About Delegates

This section describes delegates, who can schedule and manage meetings for assigned end users. Typically, delegates are the administrative assistants in a company.

Restrictions for Delegates
Delegates cannot access the Administration Center. Only attendants and system administrators may do so.

Special Privileges for Delegates
From the end-user web interface (see Table 8-1), a delegate can schedule, view, reschedule, end, or delete Cisco Unified MeetingPlace Express meetings on behalf of end users whose user profiles specify that delegate in the User ID of Delegate field.

Delegates may also join any meeting that their assigned end users schedule, or that the delegates schedule on behalf of their assigned end users. Note the following information for password-protected meetings:

- To join a password-protected meeting from the phone, everyone (including the meeting owner, the delegate, the system administrator, profiled users, and guest users) must enter the meeting password.
- To join a password-protected meeting from the end-user web interface, only profiled users and guest users must enter the meeting password. The meeting owner, the delegate, and the system administrator are NOT required to enter the meeting password.

Caution
This behavior may present a security risk: the delegate and system administrator may attend password-protected meetings, even when they do not know the password and are not invited to the meeting.

Table 8-1 Delegate Options in the End-User Web Interface

<table>
<thead>
<tr>
<th>Option</th>
<th>End-User Web Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule a meeting on the behalf of an assigned end user.</td>
<td>Schedule Meeting</td>
</tr>
<tr>
<td>View all meetings, including unpublished meetings, that were scheduled by or on behalf of assigned end users.</td>
<td>Find Meeting</td>
</tr>
<tr>
<td>Reschedule, end, or delete any meeting scheduled by or on behalf of an assigned end user.</td>
<td>Meeting Details</td>
</tr>
<tr>
<td>Attend any meeting scheduled by or on behalf of an assigned end user.</td>
<td>Attend</td>
</tr>
</tbody>
</table>

For information about the end-user web interface, click help in the end-user web interface or see the User Guide for Cisco Unified MeetingPlace Express.

Related Topics
- About the Types of Users, page 8-7
- Information About the Settings in User Groups and User Profiles, page 8-5
- About This Page: Add User Profile, page C-16
About Attendants

Attendants are typically the Cisco Unified MeetingPlace Express help desk staff that users connect to when they need help.

Restrictions for Attendants

- Attendants cannot schedule a new meeting on behalf of another user. Only assigned delegates may do so.
- Calls to the attendant are not supported if you use a SIP trunk to integrate Cisco Unified MeetingPlace Express with Cisco Unified CallManager Release 4.x. For more information about this restriction, see the “Cisco Unified CallManager Restrictions for Integration in a SIP Environment” section on page 7-39.

Special Privileges for Attendants

To an attendant, all meetings scheduled on the system are considered public meetings. From the end-user web interface, attendants can view, reschedule, end, or delete Cisco Unified MeetingPlace Express meetings on behalf of all users. See Table 8-2. Attendants also have limited access to the Administration Center. Table 8-3 lists the Administration Center pages that are visible to attendants.

<table>
<thead>
<tr>
<th>Table 8-2</th>
<th>Attendant Options in the End-User Web Interface</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option</td>
<td>End-User Web Page</td>
</tr>
<tr>
<td>View all scheduled meetings, including unpublished meetings.</td>
<td>Find Meeting—Public meetings</td>
</tr>
<tr>
<td>Reschedule, end, or delete any meeting.</td>
<td>Meeting Details</td>
</tr>
</tbody>
</table>

For information about the end-user web interface, click help in the end-user web interface or see the User Guide for Cisco Unified MeetingPlace Express.

<table>
<thead>
<tr>
<th>Table 8-3</th>
<th>Attendant Options in the Administration Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option</td>
<td>Administration Center Page</td>
</tr>
<tr>
<td>User Configuration</td>
<td></td>
</tr>
<tr>
<td>Add, edit, lock, or delete user profiles.</td>
<td>About This Page: User Profile Management, page C-153</td>
</tr>
<tr>
<td>Add, edit, lock, or delete user groups.</td>
<td>About This Page: User Group Management, page C-152</td>
</tr>
<tr>
<td>View and unlock any locked user profiles.</td>
<td>About This Page: View Locked Profiles, page C-155</td>
</tr>
<tr>
<td>Reports</td>
<td></td>
</tr>
<tr>
<td>View meeting cancellations.</td>
<td>About This Page: Meeting Cancellation Report, page C-95</td>
</tr>
<tr>
<td>View billing reports.</td>
<td>About This Page: Billing Report, page C-30</td>
</tr>
<tr>
<td>Compare port usage with available capacity.</td>
<td>About This Page: Port Utilization Report, page C-118</td>
</tr>
<tr>
<td>View disk usage by meetings and available space in current disks.</td>
<td>About This Page: Disk Usage Report, page C-44</td>
</tr>
<tr>
<td>View or delete meeting notifications that are waiting to be sent by e-mail to end users.</td>
<td>About This Page: E-Mail Notification Queue Status Report, page C-61</td>
</tr>
</tbody>
</table>
System administrators have full access to the end-user web interface and the Administration Center. From the end-user web interface, they can view all scheduled meetings and can join any meeting, even if the maximum number of ports per meeting are in use, as long as floater ports are available. Note the following information for password-protected meetings:

- To join a password-protected meeting from the phone, everyone (including the meeting owner, the delegate, the system administrator, profiled users, and guest users) must enter the meeting password.
- To join a password-protected meeting from the end-user web interface, only profiled users and guest users must enter the meeting password. The meeting owner, the delegate, and the system administrator are NOT required to enter the meeting password.

**Caution**

This behavior may present a security risk: the delegate and system administrator may attend password-protected meetings, even when they do not know the password and are not invited to the meeting.

For information about the end-user web interface, click help in the end-user web interface or see the *User Guide for Cisco Unified MeetingPlace Express*.

### Related Topics

- About Operator Assistance, page 4-1
- About the Types of Users, page 8-7
- Information About the Settings in User Groups and User Profiles, page 8-5
- About This Page: Add User Profile, page C-16
About User Contact Information

User profiles include the following user contact information:

- E-mail address for e-mail notifications
- Pager or phone numbers for the Find Me dial-out feature.

**Note**
The required format for phone numbers is determined by the call-control device for your IP telephony network. Therefore, enter phone numbers in the same format used to dial similar numbers from a phone on the same IP telephony network as Cisco Unified MeetingPlace Express. For example, if calls within your company are made by dialing the last four digits of a phone number, then enter only the last four digits in Cisco Unified MeetingPlace Express for internal phone numbers. If, however, you want Cisco Unified MeetingPlace Express to call a phone in a different area code, then you may need to include a 9 and the complete telephone number including the area code.

**Related Topics**
- Information About the Settings in User Groups and User Profiles, page 8-5
- About This Page: Add User Profile, page C-16
- Information About User Profiles, page 8-3

About Dial-Out Features and Voice Prompt Languages

Dial-out features allow users to quickly and easily join meetings and add other users to meetings in session. Table 8-4 describes the Cisco Unified MeetingPlace Express dial-out features, which can be initiated only by users with the “Can call out of meetings?” field set to **Yes** in their user profiles.

Table 8-4 also specifies which voice prompt language is used for each dial-out feature. During active meetings, however, voice prompts heard by all meeting participants use the meeting language. If the meeting language is not specified while scheduling the meeting, then the Language configured in the meeting owner’s user profile becomes the meeting language.

<table>
<thead>
<tr>
<th>Dial-Out Feature</th>
<th>Description</th>
<th>Language Used in Each Dialed-Out Call</th>
</tr>
</thead>
<tbody>
<tr>
<td>Find Me</td>
<td>At the scheduled start time of a meeting, Cisco Unified MeetingPlace Express initiates calls to meeting invitees at the phone numbers specified in their user profiles. For details and restrictions, see the “About the Find Me Feature” section on page 8-13.</td>
<td>The voice prompts use the language specified in the user profile of the invited meeting participant.</td>
</tr>
</tbody>
</table>
Information About the Settings in User Groups and User Profiles

Table 8-4 Dial-Out Features and Languages Used in Voice Prompts (continued)

<table>
<thead>
<tr>
<th>Dial-Out Feature</th>
<th>Description</th>
<th>Language Used in Each Dialed-Out Call</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call Me</td>
<td>Meeting participants may join a meeting through the web and use the web interface to have Cisco Unified MeetingPlace Express call out to their phones.</td>
<td>For authenticated profiled users, the voice prompts use the language specified in the user profile.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For guest users, the voice prompts use the language specified in the Guest profile.</td>
</tr>
<tr>
<td>Dial Out From Within a Meeting</td>
<td>During a meeting, participants may trigger Cisco Unified MeetingPlace Express to call additional people to attend the meeting.</td>
<td>When the call is triggered by authenticated profiled users, the voice prompts use the language specified in the user profile.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>When the call is triggered by guest users, the voice prompts use the language specified in the Guest profile.</td>
</tr>
</tbody>
</table>

Caution

Toll fraud can occur if unauthorized users gain access to Cisco Unified MeetingPlace Express and abuse the dial-out options. For more information, see the “About Toll Fraud Prevention Options” section on page 11-2.

Related Topics

- Required Dial-Out Configuration, page 8-12
- Optional Dial-Out Configuration, page 8-13
- About the Find Me Feature, page 8-13
- Information About the Guest Profile and Guest Users, page 8-21
- Information About the Settings in User Groups and User Profiles, page 8-5

Required Dial-Out Configuration

Enabling dial-out privileges for a user requires one field to be configured in the user profile. See Table 8-5. Additional requirements apply specifically to the Find Me dial-out feature.

Tip

Many user profile field configurations are inherited from user groups. Consider configuring fields in user groups instead of in individual user profiles.

Table 8-5 Required Dial-Out Configuration

<table>
<thead>
<tr>
<th>Administration Center Page</th>
<th>Field and Link to Description</th>
<th>Required Setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add User Group or</td>
<td>Can call out of meetings</td>
<td>Yes</td>
</tr>
<tr>
<td>Edit User Groups Details or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add User Profile or</td>
<td>Can call out of meetings</td>
<td></td>
</tr>
<tr>
<td>Edit User Profiles Details</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Chapter 8  Configuring User Profiles and User Groups for Cisco Unified MeetingPlace Express

Information About the Settings in User Groups and User Profiles

Optional Dial-Out Configuration

Optionally, you can require dialed-out users to enter the profile password before being admitted into a voice meeting. See Table 8-6. Additional user profile fields may be configured specifically for the Find Me dial-out feature.

Tip
Many user profile field configurations are inherited from user groups. Consider configuring fields in user groups instead of in individual user profiles.

Table 8-6  Optional Dial-Out Configurations

<table>
<thead>
<tr>
<th>Administration Center Page</th>
<th>Field and Link to Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add User Group or</td>
<td>Ask for profile password</td>
</tr>
<tr>
<td>Edit User Groups Details</td>
<td>(user group)</td>
</tr>
<tr>
<td>or</td>
<td>or</td>
</tr>
<tr>
<td>Add User Profile or</td>
<td>Ask for profile password</td>
</tr>
<tr>
<td>Edit UserProfiles Details</td>
<td>(user profile)</td>
</tr>
</tbody>
</table>

Related Topics

• About the Find Me Feature, page 8-13
• About Dial-Out Features and Voice Prompt Languages, page 8-11

About the Find Me Feature

With the Find Me dial-out feature, Cisco Unified MeetingPlace Express calls the meeting invitees when a meeting begins. This feature is available only to profiled users and can be enabled or disabled in each user profile.

Cisco Unified MeetingPlace Express can call up to three devices, in the order specified in the user profile, to try to reach the user. For each attempt to reach a user, the system waits 10 seconds for an answer before trying the next configured device. Note, however, that the time between Find Me attempts may be longer due to network delays.

Topics in this section include:

• Supported Meeting Types for the Find Me Feature, page 8-14
• Supported Devices for the Find Me Feature, page 8-14
• How the Find Me Feature Works With Pagers, page 8-14
• Restrictions for Using the Find Me Feature With Pagers, page 8-15
• Required Find Me Configurations, page 8-16
• Optional Find Me Configurations, page 8-17
Supported Meeting Types for the Find Me Feature

When the Find Me feature is enabled for a user, Cisco Unified MeetingPlace Express calls the user when the following types of meetings begin:

- Scheduled meetings for which the user is the meeting scheduler.
- Reservationless meetings that the user starts.
- Meetings to which the user was invited specifically through the Cisco Unified MeetingPlace Express directory by the scheduler.

Related Topics
- About the Find Me Feature, page 8-13
- About Dial-Out Features and Voice Prompt Languages, page 8-11

Supported Devices for the Find Me Feature

Cisco Unified MeetingPlace Express can call the following devices, in the order specified in the user profile:

- Phone—The person who answers the phone is prompted to join the meeting. Depending on the user profile and meeting configurations, the person may also be prompted for a user password or meeting password.
- Direct-dial pager—Pager is directly reached by a phone number.
- Non-direct-dial pager—Pager is reached by a phone number and a PIN.

Related Topics
- How the Find Me Feature Works With Pagers, page 8-14
- About the Find Me Feature, page 8-13
- About Dial-Out Features and Voice Prompt Languages, page 8-11

How the Find Me Feature Works With Pagers

Whether a direct- or non-direct-dial pager is used, the end-user experience is the same. The pager displays the following items in a single numeric string:

- Phone number entered in the Access phone number 1 field in the Usage Configuration page
- Meeting ID

When the Find Me feature is configured to call a pager, the following behavior applies:

- For a direct-dial pager:
  1. When the meeting begins, Cisco Unified MeetingPlace Express dials the pager service by using the phone number that is configured in the Pager # user profile field.
  2. After the pager service answers, Cisco Unified MeetingPlace Express sends its own access phone number, which is configured in the Access phone number 1 field in the Usage Configuration page.
  3. Cisco Unified MeetingPlace Express sends the meeting ID.
• For a non-direct-dial pager:
  1. When the meeting begins, Cisco Unified MeetingPlace Express dials the pager service by using
     the phone number that is configured in the Phone # for non-direct dial pagers user group field.
  2. Cisco Unified MeetingPlace Express sends the pager-specific PIN or user ID, which is
     configured in the Pager # user profile field.
  3. After the pager service answers, Cisco Unified MeetingPlace Express sends its own system
     access phone number, which is configured in the Access phone number 1 field in the Usage
     Configuration page.
  4. Cisco Unified MeetingPlace Express sends the meeting ID.

Related Topics
• About the Find Me Feature, page 8-13
• About Dial-Out Features and Voice Prompt Languages, page 8-11

Restrictions for Using the Find Me Feature With Pagers

The following restrictions apply when the Find Me feature is configured to call pagers:

• Only numeric pager output is supported. From the Access phone number 1 field in the Usage
  Configuration page, only the characters 0-9, #, and * are processed and sent to pagers. All other
  characters are discarded.

• In the pager output, there is no indication of where the access phone number ends and where the
  meeting ID begins. These values are combined into a single numeric string in the pager output.

• The pager output does not include meeting passwords.

• If the length of the numeric string sent to the pager exceeds the pager’s limit, then the pager will not
  be able to display all the digits.

• Cisco Unified MeetingPlace Express sends RFC 2833 digits in the Real-Time Transport Protocol
  (RTP) stream. These pager digits must be converted to in-band audio dual-tone multi-frequency
  (DTMF) signals. The gateway that converts the VoIP traffic in your network to the public switched
  telephone network (PSTN) must convert RFC 2833 digits to in-band DTMF signals. See the
  documentation for your specific gateway and software release to verify this capability.

• Cisco Unified MeetingPlace Express cannot send pager digits in the following ways:
  – In the H.323 signaling stream or channel
  – In the SIP signaling stream or channel
  – Directly as in-band audio DTMF signals

• There may be a significant delay between when Cisco Unified MeetingPlace Express calls a pager
  and when the pager vibrates, flashes, or beeps. If the Search order for “Find Me” user profile field
  is configured to call a phone after calling a pager, then the phone may receive the call before the
  pager vibrates, flashes, or beeps. Therefore, we recommend that you or the end user take one or both
  of the following actions:
  – Select Pager in only the Third option of the Search order for “Find Me” user profile field.
  – If the user wants to receive only a page and no phone calls when a meeting begins, then leave
    the Main phone # and Alternate phone # user profile fields blank.

You cannot select Pager more than once in the Search order for “Find Me” user profile field, but
leaving the Main phone # and Alternate phone # user profile fields blank effectively disables
those options.
Chapter 8 Configuring User Profiles and User Groups for Cisco Unified MeetingPlace Express

Information About the Settings in User Groups and User Profiles

Related Topics
- About the Find Me Feature, page 8-13
- About Dial-Out Features and Voice Prompt Languages, page 8-11

Required Find Me Configurations

Table 8-7 shows the fields you must configure to enable the Find Me dial-out feature.

**Table 8-7 Required Find Me Configuration**

<table>
<thead>
<tr>
<th>Administration Center Page</th>
<th>Field and Link to Description</th>
<th>Required Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add User Group or Edit User Groups Details</td>
<td>Phone # for non-direct dial pagers (user group)</td>
<td>(Required only for non-direct dial pagers) Enter the phone number to access the pager system.</td>
</tr>
<tr>
<td>Add User Profile or Edit User Profiles Details</td>
<td>Group name (user profile)</td>
<td>(Required only for non-direct dial pagers) Select a user group that is configured with the correct pager system phone number in the Phone # for non-direct dial pagers field.</td>
</tr>
<tr>
<td>Add User Profile or Edit User Profiles Details</td>
<td>Main phone # (user profile) or Alternate phone # (user profile) or Pager # (user profile) Pager type (user profile)</td>
<td>Enter at least one valid phone number or pager number.¹ If you select Non-direct dial pager in the Pager type field, then enter the PIN or user ID for the individual pager in the Pager # field.</td>
</tr>
<tr>
<td>Add User Profile or Edit User Profiles Details</td>
<td>Method of attending (user profile)</td>
<td>Have system find user¹</td>
</tr>
<tr>
<td>Add User Profile or Edit User Profiles Details</td>
<td>Search order for “Find Me” (user profile)</td>
<td>Specify the order in which the system should attempt to call the user.¹</td>
</tr>
<tr>
<td>Add User Group or Edit User Groups Details or Add User Profile or Edit User Profiles Details</td>
<td>Can call out of meetings (user group) or Can call out of meetings (user profile)</td>
<td>Yes</td>
</tr>
</tbody>
</table>

¹. These values may be modified by individual users through the Edit Profile end-user page.
Related Topics
- About the Find Me Feature, page 8-13
- About Dial-Out Features and Voice Prompt Languages, page 8-11

Optional Find Me Configurations

Optionally, you can require dialed-out users to enter the profile password before being admitted into a voice meeting. See Table 8-8.

<table>
<thead>
<tr>
<th>Administration Center Page</th>
<th>Field and Link to Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add User Group or Edit User Groups Details</td>
<td>Ask for profile password</td>
</tr>
<tr>
<td>or</td>
<td>(user group)</td>
</tr>
<tr>
<td>Add User Profile or Edit User Profiles Details</td>
<td>Ask for profile password</td>
</tr>
<tr>
<td></td>
<td>(user profile)</td>
</tr>
</tbody>
</table>

Related Topics
- About the Find Me Feature, page 8-13
- About Dial-Out Features and Voice Prompt Languages, page 8-11
- Information About the Settings in User Groups and User Profiles, page 8-5

About Time Zones

Each user profile has a Time zone setting. Set the time zone for the geographical location in which the user conducts business. The time zone options are determined by the Region configured for the user profile. Things you should know about time zones in Cisco Unified MeetingPlace Express:

- For each meeting, Cisco Unified MeetingPlace Express accepts and reports the start time in the meeting scheduler’s time zone.
- The meeting scheduler’s time zone is used in all e-mail notifications, even those that are sent to invitees in different time zones.
- In the Find Meeting and Meeting Details end-user pages, the meeting times appear in the time zone of the user who is logged into the end-user web interface.
- All instances of recurring meetings take place at the same time of day in the time zone configured in the meeting scheduler’s user profile. Meeting invitees must adjust for time zone differences. Remember that some locations, such as Arizona, do not use daylight savings time.
- Cisco Unified MeetingPlace Express schedules meetings using Greenwich Mean Time (GMT). At the time each meeting is scheduled, the system converts the meeting time to GMT from the time zone that is defined in the user profile of the meeting scheduler. If the time zone setting is changed in the user profile after a meeting is scheduled, the scheduled time of that meeting does not change to reflect the new time zone. Meetings must be rescheduled to reflect the new time zone.
We recommend the following:

- Do not use the default time zone setting called “Local time of Cisco Unified MeetingPlace Express server.” The time zone of the server is set during the installation process and may be modified at any time through the CLI by the system administrator. Such a change may cause time discrepancies between meetings that are scheduled before and after each server time change.

  For information about setting or modifying the local time of the server, see the Installation and Upgrade Guide for Cisco Unified MeetingPlace Express.

- For users in the state of Indiana, choose from the “US: Central” or “US: Eastern” time zone options, depending on the user’s specific county. The “US: Indiana” time zone option in Cisco Unified MeetingPlace Express has become obsolete due to changes in the implementation of daylight savings in that state.

**Related Topics**

- Modifying User Groups, page 8-27
- Modifying User Profiles, page 8-31
- Information About the Settings in User Groups and User Profiles, page 8-5
- About This Page: Add User Group, page C-9
- About This Page: Add User Profile, page C-16

### About Language Preferences

The language setting in each user group or user profile affects the following items:

- Language used in e-mail notifications received by the user.
- Language used after successful authentication in the end-user web interface, which is used to schedule, find, and attend meetings.
- Voice prompt language heard by the user after successful authentication.
  
  During active meetings, however, voice prompts heard by all meeting participants use the meeting language. If the meeting language is not specified while scheduling the meeting, then the Language configured in the meeting owner’s user profile becomes the meeting language.

- Default language used in the web meeting room for meetings that are scheduled by the user.
  
  All meeting participants see the same language used in the web meeting room. By default, scheduled meetings use the language in the scheduler’s user profile, but a different language may be selected while scheduling the meeting.

- Language used in reservationless meetings that are set up by the user.
  
  All reservationless meeting participants see the web meeting room in the language specified in the meeting owner’s user profile. Language selection is not available while setting up reservationless meetings.

- Format in which the date appears in the end-user web interface.

- Language that appears on the Cisco Unified IP Phone screen when subscribed to the Cisco Unified MeetingPlace Express service for the Cisco Unified IP Phone.

**Related Topics**

- About Languages, page 4-2
- Configuring Language Preferences in User Groups or User Profiles, page 4-4
About Billing Information

You can assign billing codes to user profiles and meetings, so that your company can choose billing schemes based on scheduling or meeting participation. Meeting schedulers can modify the billing code for each meeting.

To make billing reports easy to use, we recommend that you follow existing conventions at your company when you assign billing codes. For example, you might use department codes as your billing codes.

Related Topics
- Running a Report about Billing, page 10-11
- Modifying User Groups, page 8-27
- Modifying User Profiles, page 8-31
- Information About the Settings in User Groups and User Profiles, page 8-5
- Information About User Groups, page 8-1
- Information About User Profiles, page 8-3
- About This Page: Add User Group, page C-9
- About This Page: Add User Profile, page C-16
- About This Page: Meeting Configuration, page C-97

About Meeting Preferences

The meeting preferences in user profiles determine the following privileges and default settings:

- Whether a beep, name announcement, or no announcement is heard when a user joins a voice meeting. This setting can be modified for each meeting by the meeting scheduler.
- Whether or not the user hears a meeting ID confirmation and a prompt to record a name before joining a voice meeting. This setting can be modified for each meeting by the meeting scheduler.
- Whether or not meeting passwords are required.
- Whether or not meeting attendance is restricted to profiled users. This setting can be modified for each meeting by the meeting scheduler.
- Whether or not to publicly display scheduled meetings on the Find Meeting end-user page. This setting can be modified for each meeting by the meeting scheduler.
- Whether or not the user can reserve voice ports for scheduled meetings.
- Whether or not the user can reserve web ports for scheduled meetings.
Related Topics

- Modifying User Groups, page 8-27
- Modifying User Profiles, page 8-31
- Information About the Settings in User Groups and User Profiles, page 8-5
- About Voice Ports for Scheduled and Reservationless Meetings, page 5-7
- About Web Ports for Scheduled and Reservationless Meetings, page 5-8
- About This Page: Add User Group, page C-9
- About This Page: Add User Profile, page C-16

About Meeting Restrictions

You can configure the following meeting restrictions for each user:

- Whether or not the user may own reservationless meetings
- The maximum length of meetings that the user may schedule

Related Topics

- Information About Reservationless Meetings, page 5-6
- Modifying User Groups, page 8-27
- Modifying User Profiles, page 8-31
- Information About the Settings in User Groups and User Profiles, page 8-5
- About This Page: Add User Group, page C-9
- About This Page: Add User Profile, page C-16

About E-Mail Notification Privileges

Through the user group or user profile settings, you can control whether or not users send or receive e-mail notifications when a meeting is scheduled or changes. Also, you can decide whether or not to include the participant list or meeting password in e-mail notifications.

You can further control e-mail notification formatting and content by editing the e-mail notification templates.

Related Topics

- Editing Templates for E-Mail Notifications, page 14-8
- Information About E-Mail Notification Templates and Language Property Files, page 14-2
- Modifying User Groups, page 8-27
- Modifying User Profiles, page 8-31
- Information About the Settings in User Groups and User Profiles, page 8-5
- About This Page: Add User Group, page C-9
- About This Page: Add User Profile, page C-16
About the Admin Profile

Cisco Unified MeetingPlace Express comes preconfigured with a user profile with the username “admin.” The Admin profile is used to log in to the Administration Center for the first time. You cannot delete or lock the Admin profile.

The Admin profile comes with the following default settings:

- **User ID**—admin
- **User password**—cisco
- **Profile Number**—0001
- **Profile Password**—24726
- **First name**—Administrator
- **Last name**—Cisco Unified MeetingPlace Express

The following fields are dimmed and cannot be modified in the Admin profile:

- **User Active**—Yes
- **Type of user**—System Mgr

Related Topics

- Logging In For the First Time, page 1-2
- Changing the Passwords for the Admin Profile, page 1-2
- Information About User Profiles, page 8-3
- Information About the Settings in User Groups and User Profiles, page 8-5

Information About the Guest Profile and Guest Users

Cisco Unified MeetingPlace Express comes preconfigured with a user profile with the username “guest.” Note, however, that only a few Guest profile fields are applied to guest users. Most Guest profile fields serve only as a template for new user profiles. Topics in this section include:

- Guest Profile Fields That Apply to Guest Users, page 8-21
- Guest Profile Fields That Apply to New User Profiles, page 8-22
- Restrictions for the Guest Profile, page 8-22
- Recommendations for the Guest Profile, page 8-23

Guest Profile Fields That Apply to Guest Users

Guest users are unprofiled users or users who access Cisco Unified MeetingPlace Express without logging in. Only the following Guest profile fields apply to guest users:

- **First name**—Used in meeting participant lists and reports
- **Last name**—Used in meeting participant lists and reports.
- **Type of user**—Always set to End User (cannot be modified).
- **E-mail format**—Used when e-mail notifications are sent to guest users.
• **Language**—Affects the following:
  - End-user web interface, which is used to schedule, find, and attend meetings.
  - Voice prompts for the following dial-out features when initiated by guest users: Find Me and Dial Out From Within a Meeting.
  - E-mail notifications sent to invitees that are not selected from the Cisco Unified MeetingPlace Express directory.

**Related Topics**
• Information About the Guest Profile and Guest Users, page 8-21

### Guest Profile Fields That Apply to New User Profiles

The Guest profile serves as a template for new user profiles that are added to the Cisco Unified MeetingPlace Express database in the following ways:

- Manually through the User Profile Management page in the Administration Center
- Automatically during user authentication by an external directory

For example, if you configure the **Maximum meeting length (minutes)** field to 90 in the Guest profile, then all new user profiles will have this field initially set to 90.

All Guest profile fields are applied to new user profiles, **except** those in the following list:

- First name
- Last name
- User ID
- User password
- Profile Number
- Profile Password

**Related Topics**
• Information About the Guest Profile and Guest Users, page 8-21

### Restrictions for the Guest Profile

The Guest profile differs from other user profiles in the following ways:

- The Guest profile cannot be deleted, but it can be locked.
- Certain fields in the Guest profile are dimmed and cannot be modified, such as the **User ID** (guest), **Profile Number** (0000), **Profile Password** (nopassword), and **Type of user** (End User).

**Related Topics**
• Information About the Guest Profile and Guest Users, page 8-21
Recommendations for the Guest Profile

- Do not configure the following fields in the Guest profile. These field settings are inherited by new user profiles but are likely to be irrelevant to the actual people associated with those user profiles:
  - User password
  - User Password Confirm
  - E-mail address
  - Main phone #
  - Alternate phone #
  - Pager #
  - Billing Code

- To simplify the configuration and maintenance of new user profiles, configure as many Guest profile fields as are appropriate to Group Default.

- To help secure your system and prevent toll fraud, consider restricting guest users from dialing out. Note, however, that this reduces the usability of Cisco Unified MeetingPlace Express for your guest users.

Related Topics
- Restricting Dial-Out Privileges for Guest Users, page 11-7
- Information About the Guest Profile and Guest Users, page 8-21

Information About the Active, Inactive, and Locked States of User Profiles

The user profile state determines whether or not the user may access Cisco Unified MeetingPlace Express. Topics in this section include:

- About the Active State, page 8-23
- About the Inactive State, page 8-24
- About the Locked State, page 8-24

About the Active State

Users with active user profiles can log in and use Cisco Unified MeetingPlace Express.

Related Topics
- Information About the Active, Inactive, and Locked States of User Profiles, page 8-23
About the Inactive State

A user with an inactive user profile cannot log in to Cisco Unified MeetingPlace Express. The user may still attend meetings that are not restricted to profiled users. If the user tries to authenticate over the phone, the user hears the message “That password is not recognized,” followed by voice prompts to enter the phone profile number and password. After three attempts to authenticate over the phone, the user hears the message “Thank you for calling, goodbye.”

When an employee leaves your company, you can make the user profile inactive to preserve any meetings scheduled by that employee. If, instead, you delete the user profile, all past meetings scheduled by that user are purged from the system.

A user profile can be made inactive by configuring the User Active field in the user profile. If the User Active field is set to Group Default, then the user profile can be made inactive by configuring the Group active field in the user group to which the user profile belongs.

Related Topics
- Fields on the Add User Group Page, page C-10
- Fields on the Add User Profile Page, page C-16
- Information About the Active, Inactive, and Locked States of User Profiles, page 8-23

About the Locked State

Similar to inactive user profiles, a user with a locked user profile cannot log in to Cisco Unified MeetingPlace Express. If the user tries to authenticate over the phone, the user hears the message “That password is not recognized,” followed by voice prompts to enter the phone profile number and password. After three attempts to authenticate over the phone, the user hears the message “Thank you for calling, goodbye.”

A system administrator or attendant must be contacted to unlock user profiles. A user with a locked user profile may still attend meetings that are not restricted to profiled users.

User profiles can be locked by two methods:
- Cisco Unified MeetingPlace Express automatically locks a user profile after a configurable number of failed user login attempts.
- A system administrator or attendant can manually lock a user profile.

A system administrator or attendant can easily view all locked profiles on the View Locked Profiles page and unlock multiple locked user profiles at one time.

Note
The preconfigured Admin profile cannot be locked.

Related Topics
- Limiting the Number of Failed User Login Attempts, page 11-3
- Locking User Profiles, page 8-34
- Unlocking User Profiles, page 8-33
- Information About the Active, Inactive, and Locked States of User Profiles, page 8-23
How to Configure User Groups and User Profiles

Topics in this section include:
- Adding User Groups Manually, page 8-25
- Searching User Groups, page 8-26
- Modifying User Groups, page 8-27
- Deleting User Groups, page 8-27
- Adding User Profiles Manually, page 8-28
- Searching User Profiles, page 8-29
- Modifying User Profiles, page 8-31
- Deleting User Profiles, page 8-31
- Modifying the Guest Profile, page 8-32
- Unlocking User Profiles, page 8-33
- Locking User Profiles, page 8-34

Adding User Groups Manually

This topic describes how to manually add a new user group to the Cisco Unified MeetingPlace Express database.

---

**Note**

If you instead want to add multiple user groups to the database in one batch, then see the “Importing User Groups” section on page 9-5.

---

**Before You Begin**

- We recommend adding at least one new user group so that you can separately manage system administrator profiles and end-user profiles. Read the “Information About User Groups” section on page 8-1.
- Determine how to segment your user population into user groups of similar profile configurations. See the “Information About the Settings in User Groups and User Profiles” section on page 8-5.

**Procedure**

**Step 1** Log in to Cisco Unified MeetingPlace Express.

**Step 2** Click **Administration** at the top of the page.

**Step 3** On the left side of the page:
- Click **User Configuration**.
- Click **User Group Management**.

**Step 4** In the User Group Management page, click the **Add New** button.

**Step 5** Configure the fields, which are described in the “Fields on the Add User Group Page” section on page C-10.

Required fields are marked with a red asterisk (*).
Step 6 Click **Save**.

Step 7 Verify that your new user group appears in the User Group Management page.

---

**Related Topics**

- Importing User Groups, page 9-5
- Information About User Groups, page 8-1
- Information About User Profiles, page 8-3
- About This Page: Add User Group, page C-9

---

**Searching User Groups**

This topic describes how to search for an existing user group in the Cisco Unified MeetingPlace Express database.

**Procedure**

Step 1 Log in to Cisco Unified MeetingPlace Express.

Step 2 Click **Administration** at the top of the page.

Step 3 On the left side of the page:
   a. Click **User Configuration**.
   b. Click **User Group Management**.

Step 4 In the User Group Management page, enter the name of the user group that you are looking for.
   - The entire name is not required.
   - The search tool is not case sensitive.

Step 5 Click the **Search** button.

Now the User Group Management page displays only the user groups with names that begin with the entered text.

Step 6 If the list of name matches is too long for you to quickly find a particular user group, then do one of the following:
   - Enter the entire name of the user group that you are looking for and click the **Search** button.
   - At the bottom right corner, use the page navigation tools, such as the arrows and Go buttons, to browse the long list of user groups.

Step 7 To view a particular user group’s profile configuration, click **Edit** in the same row as the user group.

The fields in the Edit User Groups Details page are identical to those described in the “Fields on the Add User Group Page” section on page C-10.

Step 8 To exit the Edit User Groups Details page and return to the User Group Management page, take one of the following actions:
   - To ensure that you do not modify the user group, click the **Cancel** button.
   - To save any changes you made to the user group, click the **Save** button.
Modifying User Groups

This topic describes how to edit an existing user group in the Cisco Unified MeetingPlace Express database.

Procedure

Step 1 Log in to Cisco Unified MeetingPlace Express.
Step 2 Click Administration at the top of the page.
Step 3 On the left side of the page:
   a. Click User Configuration.
   b. Click User Group Management.
Step 4 In the User Group Management page, find the user group that you want to modify.
Step 5 Click Edit in the same row as the user group that you want to modify.
Step 6 Configure the fields, which are described in the “Fields on the Add User Group Page” section on page C-10.
Step 7 Click Save.

Related Topics
- Modifying User Groups, page 8-27
- Deleting User Groups, page 8-27
- Information About User Groups, page 8-1
- Information About User Profiles, page 8-3
- About This Page: User Group Management, page C-152
- About This Page: Add User Group, page C-9

Deleting User Groups

This topic describes how to remove a user group from the Cisco Unified MeetingPlace Express database.

Note You may instead use the import process to delete multiple user groups; see the “Deleting User Groups by Import” section on page 9-6.
How to Configure User Groups and User Profiles

Before You Begin

- If user profiles belong to a user group that gets deleted, then those user profiles are automatically assigned to the System group.
- Deleting user groups is an irreversible operation. Before you delete user groups, consider creating a backup copy of the Cisco Unified MeetingPlace Express database, so that you can later retrieve the deleted information if necessary. See the “Information About Backing Up and Restoring Data” section on page 15-8.

Procedure

Step 1 Log in to Cisco Unified MeetingPlace Express.
Step 2 Click Administration at the top of the page.
Step 3 On the left side of the page:
   a. Click User Configuration.
   b. Click User Group Management.
Step 4 In the User Group Management page, find the user group that you want to delete.
Step 5 Check the check box in the same row as the user group that you want to delete. You may select multiple user groups.
   Make sure that you uncheck any check boxes for user groups that you want to keep in the Cisco Unified MeetingPlace Express database.
Step 6 Click Delete Selected.
Step 7 When the confirmation pop-up window appears, click OK.
Step 8 Verify that the deleted user group does not appear in the User Group Management page.

Tip

In the User Group Management page, the check box for the System user group is dimmed. This is because the System user group comes preconfigured on Cisco Unified MeetingPlace Express and cannot be deleted. You can, however, modify the System user group.

Related Topics

- About This Page: User Group Management, page C-152
- Searching User Groups, page 8-26
- Information About User Groups, page 8-1
- Information About User Profiles, page 8-3

Adding User Profiles Manually

This topic describes how to manually create a new user profile in the Cisco Unified MeetingPlace Express database.

Note

If you instead want to add multiple user profiles to the database in one batch, then see the “Importing User Profiles” section on page 9-7.
Before You Begin

- Create user groups before you create individual user profiles. Many user profile attributes are inherited from the assigned user group. This mechanism allows you to avoid configuring most fields for individual users. See the “Information About User Groups” section on page 8-1.
- The Guest profile serves as a template for manually added user profiles. To speed up the process of creating user profiles, configure as many fields as are applicable in the Guest profile to Group Default. See the “Information About the Guest Profile and Guest Users” section on page 8-21.

Procedure

Step 1 Log in to Cisco Unified MeetingPlace Express.
Step 2 Click Administration at the top of the page.
Step 3 On the left side of the page:
   a. Click User Configuration.
   b. Click User Profile Management.
Step 4 In the User Profile Management page, click the Add New button.
Step 5 Enter or change the values in the fields, which are described in the “Fields on the Add User Profile Page” section on page C-16.
   Required fields are marked with a red asterisk (*).
Step 6 Click Save.
Step 7 Verify that your new user profile appears in the User Profile Management page.

Tips
If you select the Group Default option in any field, the value that is inherited from the assigned user group appears in parentheses in that field.

Related Topics
- About the Methods of Adding User Profiles, page 8-4
- Information About User Groups, page 8-1
- Information About User Profiles, page 8-3
- Information About the Guest Profile and Guest Users, page 8-21
- About This Page: Add User Profile, page C-16

Searching User Profiles

This topic describes how to search for an existing user profile in the Cisco Unified MeetingPlace Express database.

Procedure

Step 1 Log in to Cisco Unified MeetingPlace Express.
Step 2 Click Administration at the top of the page.
Step 3  On the left side of the page:
   a. Click **User Configuration**.
   b. Click **User Profile Management**.

Step 4  Decide whether to search by username or name (either first or last name), and click the appropriate radio button in the User Profile Management page.

Step 5  Enter the username, first name, or last name of the user profile that you are looking for.
   - The entire name is not required.
   - The search tool is not case sensitive.

Step 6  Click the **Search** button.

The User Profile Management page displays only the user profiles with usernames or names that begin with the entered text.

Step 7  If the list of matches is too long for you to quickly find a particular user profile, then do one of the following:
   - Enter the entire username, entire first name, or entire last name of the user profile that you are looking for, and click the **Search** button.
   - At the bottom right corner, use the page navigation tools, such as the arrows and Go buttons, to browse the long list of user profiles.

Step 8  To view a particular user profile’s configuration, click **Edit** in the same row as the user profile.

The fields in the Edit User Profiles Details page are identical to those described in the “Fields on the Add User Profile Page” section on page C-16.

Step 9  To exit the Edit User Profiles Details page and return to the User Profile Management page, take one of the following actions:
   - To ensure that you do not modify the user profile, click the **Cancel** button.
   - To save any changes you made to the user profile, click the **Save** button.

**Related Topics**
- About This Page: User Profile Management, page C-153
- Modifying User Profiles, page 8-31
- Deleting User Profiles, page 8-31
- Information About User Profiles, page 8-3
- Information About User Groups, page 8-1
Modifying User Profiles

This topic describes how to edit an existing user profile in the Cisco Unified MeetingPlace Express database.

Procedure

Step 1 Log in to Cisco Unified MeetingPlace Express.
Step 2 Click Administration at the top of the page.
Step 3 On the left side of the page:
   a. Click User Configuration.
   b. Click User Profile Management.
Step 4 In the User Profile Management page, find the user profile that you want to modify.
Step 5 Click Edit in the same row as the user profile that you want to modify.
Step 6 In the Edit User Profiles Details page, enter or change the values in the fields, which are identical to the fields on the Add User Profile page.
Step 7 Click Save.

Related Topics
- Searching User Profiles, page 8-29
- Fields on the Add User Profile Page, page C-16
- Information About User Groups, page 8-1
- Information About User Profiles, page 8-3

Deleting User Profiles

This topic describes how to remove one user profile from the Cisco Unified MeetingPlace Express database.

Note: To delete a batch of multiple user profiles, you may instead use the import process; see the “Deleting User Profiles by Import” section on page 9-8.

Before You Begin
- Deleting a user profile also results in the cancellation of meetings scheduled by that user. If you want to preserve any meetings scheduled by that user while preventing unauthorized access to Cisco Unified MeetingPlace Express, then set the user profile to the inactive state. See the “Information About the Active, Inactive, and Locked States of User Profiles” section on page 8-23.
- Deleting user profiles is an irreversible operation. Before you delete user profiles, consider creating a backup copy of the Cisco Unified MeetingPlace Express database, so that you can later retrieve the deleted information if necessary. See the “Information About Backing Up and Restoring Data” section on page 15-8.
How to Configure User Groups and User Profiles

Procedure

Step 1 Log in to Cisco Unified MeetingPlace Express.
Step 2 Click Administration at the top of the page.
Step 3 On the left side of the page:
   a. Click User Configuration.
   b. Click User Profile Management.
Step 4 In the User Profile Management page, find the user profile that you want to delete.
Step 5 Check the check box in the same row as the user profile that you want to delete. You may select multiple user profiles.
Step 6 Make sure that you uncheck any check boxes for user profiles that you want to keep in the Cisco Unified MeetingPlace Express database.
Step 7 Click Delete Selected.
Step 8 When the confirmation pop-up window appears, click OK.
Step 9 Verify that the deleted user profile does not appear in the User Profile Management page.

Tip
In the User Profile Management page, the check boxes for the Admin and Guest profiles are dimmed. These preconfigured user profiles cannot be deleted. You can, however, modify these user profiles.

Related Topics
- About This Page: User Profile Management, page C-153
- Searching User Profiles, page 8-29
- Information About User Profiles, page 8-3
- Information About User Groups, page 8-1

Modifying the Guest Profile

This topic describes how to find, view, and edit the Guest profile in Cisco Unified MeetingPlace Express.

Before You Begin
Read the “Information About the Guest Profile and Guest Users” section on page 8-21.

Procedure

Step 1 Log in to Cisco Unified MeetingPlace Express.
Step 2 Click Administration at the top of the page.
Step 3 On the left side of the page:
   a. Click User Configuration.
   b. Click User Profile Management.
Step 4 On the User Profile Management page, click the User ID radio button.

Step 5 In the “Begins with” field, enter guest.

Step 6 Click the Search button.

The User Profile Management page displays only the user profiles with usernames that begin with “guest.”

Step 7 In the same row as the “guest” username, click Edit.

Step 8 Configure the fields, which are described in the “Fields on the Add User Profile Page” section on page C-16.

Step 9 To exit the Edit User Profiles Details page, take one of the following actions:

- To ensure that you do not modify the Guest profile, click the Cancel button.
- To save any changes you made to the Guest profile, click the Save button.

Related Topics

- Information About the Guest Profile and Guest Users, page 8-21
- About Dial-Out Features and Voice Prompt Languages, page 8-11
- Information About Reservationless Meetings, page 5-6
- Configuring Security Features for Cisco Unified MeetingPlace Express, page 11-1
- About This Page: Edit User Profiles Details, page C-59

Unlocking User Profiles

This topic describes how to display and unlock any locked user profiles. Unlocking a user profile enables that user to log in and use Cisco Unified MeetingPlace Express.

Before You Begin

Read the “About the Locked State” section on page 8-24.

Procedure

Step 1 Log in to Cisco Unified MeetingPlace Express.

Step 2 Click Administration at the top of the page.

Step 3 On the left side of the page:

- Click User Configuration.
- Click Locked Profiles.

The View Locked Profiles page displays the user profiles that are currently locked.

Step 4 Check the check box in the same row as the user profile that you want to unlock. You may select multiple user profiles.

Make sure that you uncheck any check boxes for user profiles that you do not want to unlock.

Step 5 Click Set Selected to Active.
Step 6  When the confirmation pop-up window appears, click **OK**.

Step 7  Verify that the unlocked user profile does not appear in the View Locked Profiles page.

---

### Related Topics
- Information About the Active, Inactive, and Locked States of User Profiles, page 8-23
- About This Page: View Locked Profiles, page C-155
- About This Page: Add User Profile, page C-16

---

**Locking User Profiles**

This topic describes how to manually lock a user profile in the Cisco Unified MeetingPlace Express database.

**Before You Begin**
- Read the “About the Locked State” section on page 8-24.
- The preconfigured Admin profile cannot be locked.

**Procedure**

Step 1  Log in to Cisco Unified MeetingPlace Express.

Step 2  Click **Administration** at the top of the page.

Step 3  On the left side of the page:
- Click **User Configuration**.
- Click **User Profile Management**.

Step 4  In the User Profile Management page, find the user profile that you want to lock.

Step 5  Click **Edit** in the same row as the user profile that you want to lock.

Step 6  In the Edit User Profiles Details page, set the **User Active** field to **Locked**.

Step 7  Click **Save**.

---

### Related Topics
- Information About the Active, Inactive, and Locked States of User Profiles, page 8-23
- Searching User Profiles, page 8-29
- Unlocking User Profiles, page 8-33
- About This Page: Add User Profile, page C-16
- Information About User Profiles, page 8-3
- Information About User Groups, page 8-1
Importing Data into Cisco Unified MeetingPlace Express

Revised: October 18, 2006, OL-11374-01

You can import existing user profile or user group information to Cisco Unified MeetingPlace Express from another database, such as Cisco Unified CallManager, an e-mail directory, or a human resources database. You can also import meeting information from Cisco Conference Connection or another Cisco Unified MeetingPlace Express server.

Although creating a process for importing the initial database and keeping it current requires planning, doing so saves you time overall. Rather than worrying about accepting impromptu requests, you can manage the process by anticipating any circumstances that may occur.

Topics in this section include:
- Restrictions for Importing Data, page 9-1
- Requirements for Import Files, page 9-3
- How To Import Data, page 9-4
- Examples of Import Files, page 9-13

The content in this chapter applies only to the Cisco Unified MeetingPlace Express system and not to the Cisco Unified MeetingPlace Express VT system.

Restrictions for Importing Data

Topics in this section include:
- Restrictions for Importing User Groups, page 9-1
- Restrictions for Importing User Profiles, page 9-2
- Restrictions for Importing Meetings, page 9-2

Restrictions for Importing User Groups

If the import file contains the tzcode header field, then all user groups in the import file must have a valid entry for the field. For any invalid or blank tzcode values, the associated user group is not imported, and an error is logged.
Restrictions for Importing User Profiles

- If the import file contains the tzcode header field, then all user profiles in the import file must have a valid entry for the field. For any invalid or blank tzcode values, the associated user profile is not imported, and an error is logged.

- If the import file contains the grpnme, grpnum, or both header fields, then all user profiles in the import file must have a valid entry for each included field. Specifically:
  - Import user groups before you import user profiles.
  - If any grpnme and grpnum fields are left blank in the import file, then the associated user profiles are not imported, and an error is logged.
  - If any user groups that are specified in the grpnme and grpnum fields do not already exist in the Cisco Unified MeetingPlace Express database, then the associated user profiles are not imported, and an error is logged.

- If the import file does not contain the grpnme or grpnum header fields, then the imported user profiles are automatically assigned to the preconfigured “system” group.

Related Topics
- Importing User Groups, page 9-5
- Importing User Profiles, page 9-7
- Exporting Information about User Profiles, page 10-5

Restrictions for Importing Meetings

- An imported meeting cannot be scheduled if any of the following conditions are true:
  - The SchedulerUid field in the import file is blank, and a substitute username is not configured in the Scheduler user ID field on the Import Meetings page.
  - There are not enough voice or web ports available for the imported meeting.

- If the username in the SchedulerUid field does not correspond to an existing user profile, then the import process replaces the SchedulerUid entry with the value entered in the Scheduler user ID field on the Import Meetings page.

- Continuous and recurring meetings are scheduled from the current time; meeting information from the past is not imported.

- When recurring meetings are imported to Cisco Unified MeetingPlace Express, each occurrence in the import file is scheduled as an individual meeting with no recurrence pattern.

Related Topics
- Importing Meetings, page 9-9
- Exporting Information about Meetings, page 10-7
Requirements for Import Files

The following requirements apply to all types of import files:

- Import files must use the comma-separated value (CSV) format.
- The first line of the import file contains header fields that specify the order in which data appears in all subsequent lines. The header fields may be in any order. All subsequent lines of the import file contain the actual data. The data must appear in the order specified in the first line of the import file.
- Each import file must contain the required headers, which are specified in Table 9-1.

<table>
<thead>
<tr>
<th>Type of Import File</th>
<th>Purpose</th>
<th>Required Header Fields</th>
</tr>
</thead>
</table>
| User Groups         | Adding or deleting | • grpnum  
|                     |         | • Name                                  |
| User Profiles       | Adding  | • EncryptedProfilePWD or prfpwd          |
|                     |         | • EncryptedUserPWD or upwd               |
|                     |         | • prfnum                                |
|                     |         | • uid                                   |
|                     | Deleting| • prfnum                                |
|                     |         | • uid                                   |
| Meetings            | Scheduling or canceling | • DialableConfID                      |
|                     |         | • ReqLengthOfConf                       |
|                     |         | • StartDateTimeOfConf                   |

For all optional header fields that are not included in the import file, the system uses the default value for the import data. For descriptions and values of available import fields, see the following sections:

- Output Fields of the Group Information Page—Used for Importing User Groups, page C-71
- Output Fields of the Profile Information Page—Used for Importing User Profiles, page C-121
- Output Fields of the Meeting Information Page—Used for Importing Meetings, page C-103

- The following notes apply to the import file:
  - Any spaces placed at the beginning or end of a value are deleted during the import process unless the value and the leading or ending spaces are enclosed in double quotation marks (“ ”). Spaces within a value, for example in Tech Support for a billing code, are imported without being deleted.
  - Any commas used in a value must be enclosed in double quotation marks, such as using “Smith, John” for a user ID.
  - All text is case insensitive.
How To Import Data

Topics in this section include:
- Setting Up an Import File, page 9-4
- Importing User Groups, page 9-5
- Deleting User Groups by Import, page 9-6
- Importing User Profiles, page 9-7
- Deleting User Profiles by Import, page 9-8
- Importing Meetings, page 9-9
- Canceling Meetings by Import, page 9-10
- Importing Cisco Conference Connection Meetings, page 9-11

Setting Up an Import File

Follow these steps to set up an import file before you import information into the Cisco Unified MeetingPlace Express system.

**Before You Begin**
Read the “Requirements for Import Files” section on page 9-3.

**Procedure**

**Step 1** Export a similar file by following the steps in one of the following sections:
- Exporting Information about User Groups, page 10-6
- Exporting Information about User Profiles, page 10-5
- Exporting Information about Meetings, page 10-7

For example, if you plan to import user groups, then first export existing user groups from Cisco Unified MeetingPlace Express. Use the export file as a template for the import file.

**Note**
In the “Include field header names” field, be sure to select Yes.

**Step 2** When prompted, save the exported file by clicking Export to File. Save the file with a .csv extension.

**Step 3** On your PC, open a spreadsheet application such as Excel.

**Step 4** Open the file that you saved in Step 2.
Step 5  In the spreadsheet application, the required headings are listed in the first row, and the data is listed in all subsequent rows. Do one of the following:
  • If you are modifying existing entries, then delete the rows that you do not want to modify. Do not delete the header row.
  • If you are adding entirely new entries, then delete all rows except for the header row.

Step 6  For each group (or user or meeting) that you are importing, enter or modify the information in the appropriate fields.
If you are unsure about what to enter in any field, then we recommend that you delete that entire column (unless it is a required field). If you leave the field blank, then the system uses the default value, which may not be what you want. For descriptions and values of each field, see these sections:
  • Output Fields of the Profile Information Page—Used for Importing User Profiles, page C-121
  • Output Fields of the Group Information Page—Used for Importing User Groups, page C-71
  • Output Fields of the Meeting Information Page—Used for Importing Meetings, page C-103

Step 7  Save and close the file.

Step 8  Proceed to one of the following tasks:
  • Importing User Groups, page 9-5
  • Deleting User Groups by Import, page 9-6
  • Importing User Profiles, page 9-7
  • Deleting User Profiles by Import, page 9-8
  • Importing Meetings, page 9-9
  • Canceling Meetings by Import, page 9-10

Related Topics
  • Examples of Import Files, page 9-13

Importing User Groups

This topic describes how to use the import process to add multiple user groups to Cisco Unified MeetingPlace Express.

Note
If you instead want to add user groups one at a time, then see the “Adding User Groups Manually” section on page 8-25.

Before You Begin
Create the import file. See the following sections:
  • Requirements for Import Files, page 9-3
  • Setting Up an Import File, page 9-4
  • Sample Import File for User Groups, page 9-13
Restrictions
See the “Restrictions for Importing User Groups” section on page 9-1.

Procedure

Step 1 Log in to Cisco Unified MeetingPlace Express.
Step 2 At the top of the page, click Administration.
Step 3 On the left side of the page:
   a. Click Maintenance.
   b. Click Import Information.
   c. Click Group Profiles.
Step 4 Enter values in the fields, which are described in the “Fields on the Import Group Profiles Page” section on page C-79.
Step 5 Click Execute.
Step 6 Click OK to confirm your request to import records.
Step 7 The system displays the import status and provides a link to the import log:
   - Click the link to view the import log, which you may print.
   - Click the OK button to close the page.

After you click OK, the import log can no longer be viewed or retrieved.

Related Topics
- Deleting User Groups by Import, page 9-6
- About This Page: Import Group Profiles, page C-79
- About This Page: Group Information, page C-70
- Importing Data into Cisco Unified MeetingPlace Express, page 9-1

Deleting User Groups by Import

This topic describes how to use the import process to delete multiple user groups from Cisco Unified MeetingPlace Express.

Note
If you instead want to delete user groups one at a time, then see the “Deleting User Groups” section on page 8-27.

Before You Begin
- Create the import file. See the following sections:
  - Requirements for Import Files, page 9-3
  - Setting Up an Import File, page 9-4
  - Sample Import File for User Groups, page 9-13
- Make sure that the import file contains only the user groups that you want to delete.
Restrictions

- You cannot delete the “system” group.
- See the “Restrictions for Importing User Groups” section on page 9-1.

Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Log in to Cisco Unified MeetingPlace Express.</td>
</tr>
<tr>
<td>Step 2</td>
<td>At the top of the page, click Administration.</td>
</tr>
<tr>
<td>Step 3</td>
<td>On the left side of the page:</td>
</tr>
<tr>
<td></td>
<td>a. Click Maintenance.</td>
</tr>
<tr>
<td></td>
<td>b. Click Import Information.</td>
</tr>
<tr>
<td></td>
<td>c. Click Group Profiles.</td>
</tr>
<tr>
<td>Step 4</td>
<td>Enter values in the fields, which are described in the “Fields on the Import Group Profiles Page” section on page C-79.</td>
</tr>
<tr>
<td></td>
<td>- In the Action to perform field, be sure to select “Delete groups from system.”</td>
</tr>
<tr>
<td></td>
<td>- Ignore the Overwrite duplicate information? field. Its value does not affect the process.</td>
</tr>
<tr>
<td>Step 5</td>
<td>Click Execute.</td>
</tr>
<tr>
<td>Step 6</td>
<td>Click OK to confirm your request to import records.</td>
</tr>
<tr>
<td>Step 7</td>
<td>The system displays the import status and provides a link to the import log:</td>
</tr>
<tr>
<td></td>
<td>- Click the link to view the import log, which you may print.</td>
</tr>
<tr>
<td></td>
<td>- Click the OK button to close the page.</td>
</tr>
<tr>
<td></td>
<td>After you click OK, the import log can no longer be viewed or retrieved.</td>
</tr>
</tbody>
</table>

Related Topics

- Importing User Groups, page 9-5
- About This Page: User Group Management, page C-152
- About This Page: Import Group Profiles, page C-79
- About This Page: Group Information, page C-70
- Importing Data into Cisco Unified MeetingPlace Express, page 9-1

Importing User Profiles

This topic describes how to use the import process to add multiple user profiles to Cisco Unified MeetingPlace Express.

Note

If you instead want to add user profiles one at a time, then see the “Adding User Profiles Manually” section on page 8-28.
How To Import Data

Chapter 9      Importing Data into Cisco Unified MeetingPlace Express

Before You Begin
Create the import file. See the following sections:
- Requirements for Import Files, page 9-3
- Setting Up an Import File, page 9-4
- Sample Import File for User Profiles, page 9-13

Restrictions
See the “Restrictions for Importing User Profiles” section on page 9-2.

Procedure

Step 1 Log in to Cisco Unified MeetingPlace Express.
Step 2 At the top of the page, click Administration.
Step 3 On the left side of the page:
  a. Click Maintenance.
  b. Click Import Information.
  c. Click User Profiles.
Step 4 Enter values in the fields, which are described in the “Fields on the Import User Profiles Page” section on page C-82.
Step 5 Click Execute.
Step 6 Click OK to confirm your request to import records.
Step 7 The system displays the import status and provides a link to the import log:
  - Click the link to view the import log, which you may print.
  - Click the OK button to close the page.
    After you click OK, the import log can no longer be viewed or retrieved.

Related Topics
- Deleting User Profiles by Import, page 9-8
- About This Page: Import User Profiles, page C-82
- About This Page: Profile Information, page C-120
- Importing Data into Cisco Unified MeetingPlace Express, page 9-1

Deleting User Profiles by Import

This topic describes how to use the import process to delete multiple user profiles from Cisco Unified MeetingPlace Express.

Note  If you instead want to delete user profiles one at a time, then see the “Deleting User Profiles” section on page 8-31.
### Before You Begin
- Create the import file. See the following sections:
  - Requirements for Import Files, page 9-3
  - Setting Up an Import File, page 9-4
  - Sample Import File for User Profiles, page 9-13
- Make sure that the import file contains only the user profiles that you want to delete.

### Restrictions
- You cannot delete the preconfigured Admin and Guest profiles, nor can you delete the user profile with which you are currently logged in.
- See the “Restrictions for Importing User Profiles” section on page 9-2.

### Procedure

**Step 1** Log in to Cisco Unified MeetingPlace Express.

**Step 2** At the top of the page, click Administration.

**Step 3** On the left side of the page:
  a. Click Maintenance.
  b. Click Import Information.
  c. Click User Profiles.

**Step 4** Enter values in the fields, which are described in the “Fields on the Import User Profiles Page” section on page C-82. In the Action to perform field, be sure to select Delete users from system.

**Step 5** Click Execute.

**Step 6** Click OK to confirm your request to import records.

**Step 7** The system displays the import status and provides a link to the import log:
  - Click the link to view the import log, which you may print.
  - Click the OK button to close the page.

After you click OK, the import log can no longer be viewed or retrieved.

### Related Topics
- Importing User Profiles, page 9-7
- About This Page: Import User Profiles, page C-82
- About This Page: Profile Information, page C-120
- Importing Data into Cisco Unified MeetingPlace Express, page 9-1

### Importing Meetings

This topic describes how to schedule meetings by import. Although you can schedule meetings individually from the end-user web interface, you can schedule multiple meetings at one time by following this procedure.
Chapter 9  Importing Data into Cisco Unified MeetingPlace Express

Before You Begin
Create the import file. See the following sections:

- Requirements for Import Files, page 9-3
- Setting Up an Import File, page 9-4
- Sample Import File for Meetings, page 9-13

Restrictions
See the “Restrictions for Importing Meetings” section on page 9-2.

Procedure

Step 1  Log in to Cisco Unified MeetingPlace Express.
Step 2  At the top of the page, click Administration.
Step 3  On the left side of the page:
  a. Click Maintenance.
  b. Click Import Information.
  c. Click Meetings.
Step 4  Enter values in the fields, which are described in the “Fields on the Import Meetings Page” section on page C-81.
Step 5  Click Execute.
Step 6  Click OK to confirm your request to import the meeting records.
Step 7  The system displays the import status and provides a link to the meeting import log:
  - Click the link to view the import log, which you may print.
  - Click the OK button to close the page.

Related Topics

- Canceling Meetings by Import, page 9-10
- About This Page: Import Meetings, page C-80
- About This Page: Meeting Information, page C-102
- Exporting Information about Meeting Participants, page 10-8

Canceling Meetings by Import

This topic describes how to use the import process to cancel meetings in the Cisco Unified MeetingPlace Express database. Although you can cancel meetings individually from the end-user web interface, you can cancel multiple meetings at one time by following this procedure.
Chapter 9      Importing Data into Cisco Unified MeetingPlace Express

How To Import Data

Before You Begin

- Create the import file. See the following sections:
  - Requirements for Import Files, page 9-3
  - Setting Up an Import File, page 9-4
  - Sample Import File for Meetings, page 9-13

- Make sure that the import file contains only the meetings that you want to cancel.

Restrictions

See the “Restrictions for Importing Meetings” section on page 9-2.

Procedure

Step 1 Log in to Cisco Unified MeetingPlace Express.
Step 2 At the top of the page, click Administration.
Step 3 On the left side of the page:
  a. Click Maintenance.
  b. Click Import Information.
  c. Click Meetings.
Step 4 Enter values in the fields, which are described in the “Fields on the Import Meetings Page” section on page C-81.
  In the Action to perform field, be sure to select “Cancel meetings.”
Step 5 Click Execute.
Step 6 The system displays the import status and provides a link to the meeting import log:
  - Click the link to view the import log, which you may print.
  - Click the OK button to close the page.
    After you click OK, the meeting import log can no longer be viewed or retrieved.

Related Topics

- Importing Meetings, page 9-9
- About This Page: Import Meetings, page C-80
- About This Page: Meeting Information, page C-102

Importing Cisco Conference Connection Meetings

This topic describes how to import recurring and future meetings from a Cisco Conference Connection database.
Before You Begin

- Make sure that the number of voice ports available on your Cisco Unified MeetingPlace Express system is equal to or greater than the number of voice ports available in the Cisco Conference Connection system from which you are importing meetings.

- If you want the imported meetings to have web-conferencing capabilities, then make sure that the number of web ports available on your Cisco Unified MeetingPlace Express system can accommodate the meetings imported from Cisco Conference Connection.

- When meetings are imported from Cisco Conference Connection into Cisco Unified MeetingPlace Express, the user who performs the import process automatically becomes the scheduler for those meetings.

  If you do not want the imported meetings to have web-conferencing capabilities, then make sure that the user profile of the person who is importing the meetings has the Host web meetings with field set to “Participant list only (no licenses required).”

- Export the meeting information from Cisco Conference Connection. See the “Upgrading Cisco Unified MeetingPlace Express” chapter of the Installation and Upgrade Guide for Cisco Unified MeetingPlace Express.

Procedure

Step 1 Log in to Cisco Unified MeetingPlace Express.

Step 2 At the top of the page, click Administration.

Step 3 On the left side of the page:

  a. Click Maintenance.
  b. Click Import Information.
  c. Click Cisco Conference Connection.

Step 4 Enter or change the values in the fields, which are described in the “Fields on the Import Cisco Conference Connection Meetings Page” section on page C-77.

Step 5 Click Execute.

Step 6 Click OK to confirm your request to import records.

Step 7 The system displays the import status and provides a link to the import log:

  - Click the link to view the import log, which you may print.
  - Click the OK button to close the page.

  After you click OK, the import log can no longer be viewed or retrieved.

Related Topics

- About Voice Ports for Scheduled and Reservationless Meetings, page 5-7
- About Web Ports for Scheduled and Reservationless Meetings, page 5-8
- About This Page: Import Cisco Conference Connection Meetings, page C-77
Examples of Import Files

Topics in this section include:

- Sample Import File for User Groups, page 9-13
- Sample Import File for User Profiles, page 9-13
- Sample Import File for Meetings, page 9-13

Sample Import File for User Groups
This example shows a basic import file for user groups.

```
grpnum,Name,ContactID,CanOutdial
1,group1,username3,Yes
2,group2,username3,No
```

**Note**
For a list of required and optional header fields, and for descriptions of each field, see the “Output Fields of the Group Information Page—Used for Importing User Groups” section on page C-71.

Sample Import File for User Profiles
This example shows a basic import file for user profiles.

```
uid,upwd,prfnum,prfpwd,fnm,lnm,phnum,ctctuid,grpnme
username1,password1,206,12345,terry,smith,5551234,username3,system
username2,password2,207,23456,robin,smith,5552345,username3,system
```

**Note**
For a list of required and optional header fields, and for descriptions of each field, see the “Output Fields of the Profile Information Page—Used for Importing User Profiles” section on page C-121.

Sample Import File for Meetings
This example shows a basic import file for meetings.

```
StartDateTimeOfConf,DialableConfID,ReqLengthOfConf,allowguestoutdial
04/05/2006 14:00,12321,120,No
04/05/2006 16:00,23432,60,No
```

**Note**
For a list of required and optional header fields, and for descriptions of each field, see the “Output Fields of the Meeting Information Page—Used for Importing Meetings” section on page C-103.

Related Topics

- Requirements for Import Files, page 9-3
- How To Import Data, page 9-4
Running Reports and Exporting Data from Cisco Unified MeetingPlace Express

Revised: October 18, 2006, OL-11374-01

Two areas of the Administration Center provide useful data that you can analyze and save:

- Reports
- Maintenance > Export Information

The output produced in these two areas differs in format. The Reports area provides information that is formatted in tables, either in HTML or plain text. The Export Information area provides data in comma-delimited text files, which you may sort and format using any generally available third-party report-generation application.

The report and export data enable you to monitor resource usage, monitor end-user activity, gather billing information, and watch for toll fraud. This data can help you answer questions such as:

- How frequently are people in my company using Cisco Unified MeetingPlace Express? How many meetings did an end user schedule or attend?
- Are there enough licenses, voice recording space, and other system resources to support the number of calls being made by end users?
- Is there an unusual number of calls on one port?

Topics in this section include:

- Information About Reports and Exported Data, page 10-1
- How To Export Data, page 10-4

The content in this chapter applies only to the Cisco Unified MeetingPlace Express system and not to the Cisco Unified MeetingPlace Express VT system.

Information About Reports and Exported Data

Topics in this section include:

- About Report Destinations, page 10-2
- About Export Destinations, page 10-2
- About Report and Export Options, page 10-3
About Report Destinations

When you run reports in Cisco Unified MeetingPlace Express, you can choose the destination of the generated report output. Table 10-1 describes the destination options.

<table>
<thead>
<tr>
<th>Table 10-1</th>
<th>Report Destination Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination</td>
<td>Description</td>
</tr>
<tr>
<td>Screen</td>
<td>The report output appears on the screen. From the screen output, you have the option to print the information or export it to a file.</td>
</tr>
<tr>
<td>Note</td>
<td>Screen output is limited to 500 results. If the report output exceeds 500 results, then the report is sent to a file instead of appearing on the screen.</td>
</tr>
<tr>
<td>File</td>
<td>The report output is placed in a file, which you choose to either open or save.</td>
</tr>
<tr>
<td></td>
<td>• For plain text report output, use a text-editing program such as Notepad or Wordpad to view or modify the file.</td>
</tr>
<tr>
<td></td>
<td>• For HTML output, use a web browser to view the file.</td>
</tr>
<tr>
<td>Printer</td>
<td>The report output appears on the screen and is sent to a printer. From the screen output, you have the option to print the information again.</td>
</tr>
<tr>
<td>Note</td>
<td>Printer output is limited to 500 results. If the report output exceeds 500 results, then the report is sent to a file instead of being sent to a printer and appearing on the screen.</td>
</tr>
</tbody>
</table>

1. See the “Exporting Information to a File” section on page 10-4.

Related Topics

- Running Reports and Exporting Data from Cisco Unified MeetingPlace Express, page 10-1

About Export Destinations

When you export data from Cisco Unified MeetingPlace Express, you can choose the destination of the exported information. Table 10-2 describes the destination options.

<table>
<thead>
<tr>
<th>Table 10-2</th>
<th>Export Destination Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination</td>
<td>Description</td>
</tr>
<tr>
<td>Screen</td>
<td>The exported data appears on the screen. From the screen output, you have the option to print the information or export it to a file.</td>
</tr>
<tr>
<td>Note</td>
<td>Screen output is limited to 500 results. If the exported data exceeds 500 results, then you must choose the File export destination to view the whole report. Otherwise, only the first 500 results appear in the screen output.</td>
</tr>
</tbody>
</table>
Chapter 10      Running Reports and Exporting Data from Cisco Unified MeetingPlace Express

Information About Reports and Exported Data

Table 10-2   Export Destination Options (continued)

<table>
<thead>
<tr>
<th>Destination</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>File</td>
<td>The exported data is placed in a text file, which you can either open or save.</td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong>    We recommend that you use the .csv file extension to save the file using the comma-separated values (CSV) file format. Open the saved file with a spreadsheet program such as Excel.</td>
</tr>
<tr>
<td>Printer</td>
<td>The exported data appears on the screen and the Print dialog box is displayed, giving you the option to print the data. You can also save the data by clicking Export to File.</td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong>    Printer output is limited to 500 results. If the exported data exceeds 500 results, then you must choose the File export destination to print the whole report. Otherwise, only the first 500 results appear in the printer output.</td>
</tr>
</tbody>
</table>

Related Topics
- Running Reports and Exporting Data from Cisco Unified MeetingPlace Express, page 10-1

About Report and Export Options

The system provides many report and export options for displaying information in the database about your user base and system usage. The options you use may depend on whether you are gathering information about users, calls, or meetings. Table 10-3 shows which report and export options provide information about users, calls, meetings, or a combination of the three.

Table 10-3   Which Report and Export Options Provide Information About Users, Calls, or Meetings

<table>
<thead>
<tr>
<th>Report or Export Option</th>
<th>Provides Information About...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exporting Information about User Profiles, page 10-5</td>
<td>Yes</td>
</tr>
<tr>
<td>Exporting Information about User Groups, page 10-6</td>
<td>Yes</td>
</tr>
<tr>
<td>Exporting Information about Meetings, page 10-7</td>
<td>—</td>
</tr>
<tr>
<td>Exporting Information about Meeting Participants, page 10-8</td>
<td>Yes</td>
</tr>
<tr>
<td>Running a Report about Billing, page 10-11</td>
<td>Yes</td>
</tr>
<tr>
<td>Exporting Information about When Participants Join and Leave Meetings, page 10-9</td>
<td>Yes</td>
</tr>
<tr>
<td>Exporting Information about Outgoing Calls, page 10-14</td>
<td>Yes</td>
</tr>
<tr>
<td>Exporting Information about Scheduling Failures, page 10-10</td>
<td>Yes</td>
</tr>
<tr>
<td>Running a Report about Meeting Cancellations, page 10-10</td>
<td>Yes</td>
</tr>
<tr>
<td>Running a Report about Port Utilization, page 10-12</td>
<td>—</td>
</tr>
<tr>
<td>Running a Report about Disk Usage, page 10-13</td>
<td>Yes</td>
</tr>
<tr>
<td>Displaying the E-Mail Notification Queue, page 10-13</td>
<td>Yes</td>
</tr>
<tr>
<td>Monitoring Meetings in Session, page 10-14</td>
<td>—</td>
</tr>
<tr>
<td>Running a Report about the Audio Mixer and Video Mixer, page 10-15</td>
<td>—</td>
</tr>
</tbody>
</table>
How To Export Data

Topics in this section include:

- Exporting Information to a File, page 10-4
- Exporting Information about User Profiles, page 10-5
- Exporting Information about User Groups, page 10-6
- Exporting Information about Meetings, page 10-7
- Exporting Information about Meeting Participants, page 10-8
- Exporting Information about When Participants Join and Leave Meetings, page 10-9
- Exporting Information about Scheduling Failures, page 10-10
- Running a Report about Meeting Cancellations, page 10-10
- Running a Report about Billing, page 10-11
- Running a Report about Port Utilization, page 10-12
- Running a Report about Disk Usage, page 10-13
- Displaying the E-Mail Notification Queue, page 10-13
- Monitoring Meetings in Session, page 10-14
- Exporting Information about Outgoing Calls, page 10-14
- Running a Report about the Audio Mixer and Video Mixer, page 10-15

Exporting Information to a File

Many Cisco Unified MeetingPlace Express Administration Center pages have an Export to File button, which enables you to either view the information on that page or to save the information on that page in a file. The page may contain configuration information, profile information, or the data generated by running a report.

The following procedure begins when you click Export to File on one of the Administration Center pages.

Procedure

Step 1
Click Export to File.

The File Download dialog box opens. You can either open or save the file.

Step 2
To open and view the file, follow these steps:

a. Click Open.

b. If you are prompted with an Open With dialog box, do one of the following:
   - For reports, which are in HTML format, choose a web browser.
   - Otherwise, choose a text editor, such as Notepad or WordPad.
Step 3  To save the file, follow these steps:
   a. Click **Save**.
   b. In the Save As dialog box, use the **Save in** drop-down menu to navigate to the directory where you want to save the exported file. Click **Save**.
   c. If the Download Complete dialog box appears, click **Close**.

Related Topics
- Running Reports and Exporting Data from Cisco Unified MeetingPlace Express, page 10-1

Exporting Information about User Profiles

This topic describes how to export user profile information from the Cisco Unified MeetingPlace Express database.

Procedure

Step 1  Log in to Cisco Unified MeetingPlace Express.
Step 2  At the top of the page, click **Administration**.
Step 3  On the left side of the page:
   a. Click **Maintenance**.
   b. Click **Export Information**.
   c. Click **Profile Information**.
Step 4  On the Profile Information page:
   a. Choose the output destination from the **Destination** drop-down list.
   b. Choose whether to include field header names in the output. If you plan to use the exported output to create an import file, then select **Yes**.
   c. Click **Create Report**.
Step 5  The system displays a message that this operation might take a long time and asks if you want to proceed. Click **OK**.
Depending on the destination you chose, you can view, print, or export the data to a file.
If you are exporting data to create an import file, then export the data to a file with a .csv extension.

**Note**  For help interpreting the exported data, see the “Output Fields of the Profile Information Page—Used for Importing User Profiles” section on page C-121.

Related Topics
- Information About User Profiles, page 8-3
- About Export Destinations, page 10-2
Exporting Information about User Groups

This topic describes how to export user group information from the Cisco Unified MeetingPlace Express database.

Procedure

**Step 1** Log in to Cisco Unified MeetingPlace Express.
**Step 2** At the top of the page, click Administration.
**Step 3** On the left side of the page:
  a. Click Maintenance.
  b. Click Export Information.
  c. Click Group Information.
**Step 4** On the Group Information page:
  a. Choose the output destination from the Destination drop-down list.
  b. Choose whether to include field header names in the output. If you plan to use the exported output to create an import file, then select Yes.
  c. Click Create Report.
**Step 5** The system displays a message that this operation might take a long time and asks if you want to proceed. Click OK.

Depending on the destination you chose, you can view, print, or export the data to a file.

If you are exporting data to create an import file, then export the data to a file with a .csv extension.

**Note**
For help interpreting the exported data, see the “Output Fields of the Group Information Page—Used for Importing User Groups” section on page C-71.

Related Topics

- Information About User Groups, page 8-1
- About Export Destinations, page 10-2
- About This Page: Group Information, page C-70
- Exporting Information about User Profiles, page 10-5
- Running Reports and Exporting Data from Cisco Unified MeetingPlace Express, page 10-1
Exporting Information about Meetings

This topic describes how to export meeting information from the Cisco Unified MeetingPlace Express database for all meetings during a specified range of dates, including:

- Continuous meetings that were scheduled or initiated before or during the specified date range.
- Instances of recurring meetings that occur during the specified date range.

**Note**

If you export meeting information to create a meeting import file, then save the exported file with a .csv extension, which indicates the comma-separated values (CSV) file format. See the “Setting Up an Import File” section on page 9-4.

**Restrictions**

- If you export meeting information to create a meeting import file, then make sure that you specify a range of dates that includes all occurrences of recurring meetings that you want to be able to import. The End date is optional. Also, see the “Restrictions for Importing Meetings” section on page 9-2.
- You cannot export meetings for a specific user, but the CSV file can be edited to include only the meetings that are owned by a specific user.
- If the meeting owner of an exported meeting does not have an existing user profile, then the SchedulerUid field is left blank in the meeting export file.

**Procedure**

**Step 1**  
Log in to Cisco Unified MeetingPlace Express.

**Step 2**  
At the top of the page, click Administration.

**Step 3**  
On the left side of the page:

a. Click Maintenance.

b. Click Export Information.

c. Click Meeting Information.

**Step 4**  
On the Meeting Information page:

a. Choose the output destination from the Destination drop-down list.

b. Choose whether to include field header names in the output.

c. Choose whether to include meetings that have already ended in the output. If you plan to use the exported output to create an import file, then select Yes.

d. Specify the range of dates for which you want to export meeting details.

e. Click Create Report.

**Step 5**  
The system displays a message that this operation might take a long time and asks if you want to proceed. Click OK.

Depending on the destination you chose, you can view, print, or export the data to a file.

If you are exporting data to create an import file, then export the data to a file with a .csv extension.
Exporting Information about Meeting Participants

This topic describes how to export information about meeting participants who attended meetings during a specified range of dates.

Procedure

**Step 1** Log in to Cisco Unified MeetingPlace Express.

**Step 2** At the top of the page, click Administration.

**Step 3** On the left side of the page:

a. Click Maintenance.

b. Click Export Information.

c. Click Meeting Participant Information.

**Step 4** On the Meeting Participants Report page:

a. Choose the output destination from the Destination drop-down list.

b. Choose whether to include field header names in the output.

c. Specify the range of dates for which you want to export information about meeting participants.

d. Click Create Report.

**Step 5** The system displays a message that this operation might take a long time and asks if you want to proceed. Click OK.

Depending on the destination you chose, you can view, print, or export the data to a file.

**Note** For help interpreting the exported data, see the “Output Fields of the Meeting Participants Report Page” section on page C-114.
Chapter 10      Running Reports and Exporting Data from Cisco Unified MeetingPlace Express

How To Export Data

Exporting Information about When Participants Join and Leave Meetings

This topic describes how to export information about meeting participants who joined or left a Cisco Unified MeetingPlace Express meeting during a specified range of dates.

Procedure

Step 1
Log in to Cisco Unified MeetingPlace Express.

Step 2
At the top of the page, click Administration.

Step 3
On the left side of the page:
   a. Click Maintenance.
   b. Click Export Information.
   c. Click Meeting Participant Join Leave Information.

Step 4
On the Meeting Participant Join Leave Information page:
   a. Choose the output destination from the Destination drop-down list.
   b. Choose whether to include field header names in the output.
   c. Specify the range of dates for which you want to export information about when meeting participants join and leave meetings.
   d. Click Create Report.

Step 5
The system displays a message that this operation might take a long time and asks if you want to proceed. Click OK.

Depending on the destination you chose, you can view, print, or export the data to a file.

Note
For help interpreting the exported data, see the “Output Fields of the Meeting Participant Join Leave Information Page” section on page C-112.

Related Topics
- About Export Destinations, page 10-2
- About This Page: Meeting Participants Report, page C-113
- Running Reports and Exporting Data from Cisco Unified MeetingPlace Express, page 10-1
Exporting Information about Scheduling Failures

This topic describes how to export information from the Cisco Unified MeetingPlace Express database about failed attempts to schedule meetings during a specified range of dates.

Procedure

Step 1  Log in to Cisco Unified MeetingPlace Express.
Step 2  At the top of the page, click Administration.
Step 3  On the left side of the page:
   a.  Click Maintenance.
   b.  Click Export Information.
   c.  Click Scheduling Failures Information.
Step 4  In the Scheduling Failures Information page:
   a.  Choose the output destination from the Destination drop-down list.
   b.  Choose whether to include field header names in the output.
   c.  Specify the range of dates for which you want to export information about scheduling failures.
   d.  Click Create Report.
Step 5  The system displays a message that this operation might take a long time and asks if you want to proceed. Click OK.

Depending on the destination you chose, you can view, print, or export the data to a file.

Note  For help interpreting the exported data, see the “Output Fields of the Scheduling Failures Information Page” section on page C-128.

Related Topics
- About Export Destinations, page 10-2
- About This Page: Scheduling Failures Information, page C-127
- Running Reports and Exporting Data from Cisco Unified MeetingPlace Express, page 10-1

Running a Report about Meeting Cancellations

This topic describes how to run a report about meeting cancellations, which provides information about each meeting that was cancelled during a specified range of dates.

Procedure

Step 1  Log in to Cisco Unified MeetingPlace Express.
Step 2  At the top of the page, click Administration.
**Running Reports and Exporting Data from Cisco Unified MeetingPlace Express**

**How To Export Data**

**Step 3**  
On the left side of the page:  
  a. Click **Reports**.  
  b. Click **Meeting Cancellation Report**.

**Step 4**  
Configure the fields, which are described in the “Fields on the Meeting Cancellation Report Page” section on page C-95.

**Step 5**  
Click **Create Report**.

**Step 6**  
The system displays a message that this operation might take a long time and asks if you want to proceed. Click **OK**.  
Depending on the destination you chose, you can view, print, or export the data to a file.

**Note**  
For help interpreting the report output, see the “Output Fields of the Meeting Cancellation Report Page” section on page C-96.

**Related Topics**
- About Report Destinations, page 10-2
- About This Page: Meeting Cancellation Report, page C-95
- Running Reports and Exporting Data from Cisco Unified MeetingPlace Express, page 10-1

**Running a Report about Billing**

This topic describes how to run a report about billing, which provides information about all billing codes both by individual end user and by user group during a specified range of dates. You can run this report monthly to provide a bill-back report for departments in your company.

**Procedure**

**Step 1**  
Log in to Cisco Unified MeetingPlace Express.

**Step 2**  
At the top of the page, click **Administration**.

**Step 3**  
On the left side of the page:  
  a. Click **Reports**.  
  b. Click **Billing Report**.

**Step 4**  
Configure the fields, which are described in the “Fields on the Billing Report Page” section on page C-30.

**Step 5**  
Click **Create Report**.

**Step 6**  
The system displays a message that this operation might take a long time and asks if you want to proceed. Click **OK**.  
Depending on the destination you chose, you can view, print, or export the data to a file.
Note

For help interpreting the report output, see the “Output Fields of the Billing Report Page” section on page C-31.

Related Topics

- About Report Destinations, page 10-2
- About This Page: Billing Report, page C-30
- Running Reports and Exporting Data from Cisco Unified MeetingPlace Express, page 10-1

Running a Report about Port Utilization

This topic describes how to run a report about port utilization, which compares the number of ports scheduled to the number of ports actually used during a specified period of time. You can use this report to determine the peak and off-peak times of your system and compare resource usage with available capacity.

Procedure

Step 1 Log in to Cisco Unified MeetingPlace Express.
Step 2 At the top of the page, click Administration.
Step 3 On the left side of the page:
   a. Click Reports.
   b. Click Port Utilization Report.
Step 4 Configure the fields on the Port Utilization Report page.
Step 5 Click Create Report.
Step 6 The system displays a message that this operation might take a long time and asks if you want to proceed. Click OK.

Depending on the destination you chose, you can view, print, or export the data to a file.

Note

For help interpreting the report output, see the “Output of the Port Utilization Report Page” section on page C-119.

Related Topics

- Fields on the Port Utilization Report Page, page C-118
- About Report Destinations, page 10-2
- About This Page: Billing Report, page C-30
- Running Reports and Exporting Data from Cisco Unified MeetingPlace Express, page 10-1
Running a Report about Disk Usage

This topic describes how to run a report about disk usage, which tracks available space in current disks and indicates problems when the recording space is filled.

Procedure

Step 1 Log in to Cisco Unified MeetingPlace Express.
Step 2 At the top of the page, click Administration.
Step 3 On the left side of the page:
  a. Click Reports.
  b. Click Disk Usage Report.
Step 4 Configure the fields, which are described in the “Fields on the Disk Usage Report Page” section on page C-45.
Step 5 Click Create Report.
Step 6 The system displays a message that this operation might take a long time and asks if you want to proceed. Click OK.

Depending on the destination you chose, you can view, print, or export the data to a file.

Note For help interpreting the report output, see the “Output Fields of the Disk Usage Report Page” section on page C-46.

Related Topics
- About Report Destinations, page 10-2
- About This Page: Disk Usage Report, page C-44
- Running Reports and Exporting Data from Cisco Unified MeetingPlace Express, page 10-1

Displaying the E-Mail Notification Queue

This topic describes how to display any e-mail notifications that are waiting to be sent to end users. If necessary, you can delete e-mail notifications in the queue.

Procedure

Step 1 Log in to Cisco Unified MeetingPlace Express.
Step 2 At the top of the page, click Administration.
Step 3 On the left side of the page:
  a. Click Reports.
  b. Click E-Mail Notification Queue Status Report.

Any e-mail notifications that are waiting to be sent are displayed.
Chapter 10      Running Reports and Exporting Data from Cisco Unified MeetingPlace Express

How To Export Data

Step 4  (Optional) On the E-Mail Notification Queue Status Report page, you can do the following:

- To delete one or more e-mail notifications in the queue, select those you want to delete, and click **Delete Notification(s)**.
- To delete all e-mail notifications in the queue, click **Delete All**.
- To export the e-mail notifications, click **Export to File**.

Related Topics

- **About This Page: E-Mail Notification Queue Status Report, page C-61**
- **Deleting E-Mail Notifications in the Queue, page 14-8**
- **Running Reports and Exporting Data from Cisco Unified MeetingPlace Express, page 10-1**
- **Exporting Information to a File, page 10-4**

Monitoring Meetings in Session

This topic describes how to display information for meetings that are currently in session.

Procedure

**Step 1**  Log in to Cisco Unified MeetingPlace Express.

**Step 2**  At the top of the page, click **Administration**.

**Step 3**  On the left side of the page:

a. Click **Reports**.

b. Click **In-Session Monitoring**.

The In-Session Monitoring page lists information for all meetings that are currently in session. Click a meeting ID to see the participant list for that meeting.

Related Topics

- **About This Page: In-Session Monitoring, page C-83**
- **Running Reports and Exporting Data from Cisco Unified MeetingPlace Express, page 10-1**

Exporting Information about Outgoing Calls

This topic describes how to export information about outgoing calls that were made from Cisco Unified MeetingPlace Express during a specified range of dates.

Procedure

**Step 1**  Log in to Cisco Unified MeetingPlace Express.

**Step 2**  At the top of the page, click **Administration**.
Step 3 On the left side of the page:
   a. Click Maintenance.
   b. Click Export Information.
   c. Click Outgoing Calls Information.

Step 4 On the Outgoing Calls Information page:
   a. Choose the output destination from the Destination drop-down list.
   b. Choose whether to include field header names in the output.
   c. Specify the range of dates for which you want to export information about outgoing calls.
   d. Click Create Report.

Step 5 The system displays a message that this operation might take a long time and asks if you want to proceed. Click OK.

Depending on the destination you chose, you can view, print, or export the data to a file.

Note For help interpreting the exported data, see the “Output Fields of the Outgoing Calls Information Page” section on page C-116.

Related Topics
- About Export Destinations, page 10-2
- About This Page: Outgoing Calls Information, page C-115
- Running Reports and Exporting Data from Cisco Unified MeetingPlace Express, page 10-1

Running a Report about the Audio Mixer and Video Mixer

This topic describes how to run a report that is useful for troubleshooting the software audio and video mixers in Cisco Unified MeetingPlace Express.

Restrictions
The fields that display only video information do not appear in report output if no video calls are received.

Procedure

Step 1 Log in to Cisco Unified MeetingPlace Express.
Step 2 At the top of the page, click Administration.
Step 3 On the left side of the page:
   a. Click Reports.
   b. Click Media Statistics Reports.
How To Export Data

Chapter 10  Running Reports and Exporting Data from Cisco Unified MeetingPlace Express

Step 4  Click the radio button for one of the following report options:

- Conference Statistics Report—Displays two sets of mixer data:
  - Global statistics—Contains historical data that applies to all voice meetings and video conferences handled by the mixers since initialization.
  - Conference statistics—Contains information about voice meetings and video conferences that are currently active.
- Channel Statistics Report—Displays mixer statistics for each voice call and video connection that is currently active.
- Channel Status Report—Displays mixer status information about each voice call and video connection that is currently active.

Step 5  Click Create Report.

Note

For help interpreting the report output, see the following sections:

- Output Fields of the Media Statistics Reports Page: Channel Statistics Report, page C-91
- Output Fields of the Media Statistics Reports Page: Channel Status Report, page C-93

Related Topics

- Configuring Audio Parameters, page 5-22
- Information About the Audio Mixer, page 5-11
- About This Page: Media Statistics Reports, page C-88
- Running Reports and Exporting Data from Cisco Unified MeetingPlace Express, page 10-1
Configuring Security Features for Cisco Unified MeetingPlace Express

Revised: October 18, 2006, OL-11374-01

This chapter describes how to improve the security of your system.

Topics in this section include:

- Security Recommendations For Your System, page 11-1
- About Toll Fraud Prevention Options, page 11-2
- How to Secure Your System, page 11-2

The content in this chapter applies in the following cases:

- You have a Cisco Unified MeetingPlace Express system.
- You have a Cisco Unified MeetingPlace Express VT system.

Security Recommendations For Your System

While your company may already have guidelines for restricting access to its computer systems, we also recommend that you perform the tasks listed in Table 11-1.

Table 11-1 Security Recommendations for Cisco Unified MeetingPlace Express

<table>
<thead>
<tr>
<th>Security Recommendation</th>
<th>Where to Find Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secure the server’s physical location. Keep the server in an area protected by a lock or a card-key system to prevent unauthorized access to the system.</td>
<td>—</td>
</tr>
<tr>
<td>Keep the database current. Deactivate or delete the user profiles of employees who leave the company.</td>
<td>Information About the Active, Inactive, and Locked States of User Profiles, page 8-23</td>
</tr>
<tr>
<td>Change the default passwords for the preconfigured Admin profile.</td>
<td>Changing the Passwords for the Admin Profile, page 1-2</td>
</tr>
<tr>
<td>Complete as many security-related tasks as are appropriate for your user base.</td>
<td>How to Secure Your System, page 11-2</td>
</tr>
</tbody>
</table>

Related Topics

- About Toll Fraud Prevention Options, page 11-2
About Toll Fraud Prevention Options

Cisco Unified MeetingPlace Express enables you to monitor and prevent toll fraud occurrences by doing the following:

- Restrict dial-out privileges to specific users by completing these tasks:
  - Restricting Dial-Out Privileges for Guest Users, page 11-7

- Monitor dial-out usage by completing these tasks:
  - Running a Report about Port Utilization, page 10-12
  - Exporting Information about Outgoing Calls, page 10-14
  - Exporting Information about Meetings, page 10-7

Related Topics
- Security Recommendations For Your System, page 11-1

How to Secure Your System

This section provides tasks that help improve the security of your system. Topics in this section include:

- Configuring User Password Requirements, page 11-2
- Limiting the Number of Failed User Login Attempts, page 11-3
- Configuring Requirements for Meeting Passwords, page 11-4
- Restricting Access to Scheduled Meetings and Recordings, page 11-5
- Restricting the Use of Vanity Meeting IDs, page 11-6
- Restricting Third Parties from Starting Reservationless Meetings, page 11-7
- Restricting Dial-Out Privileges for Guest Users, page 11-7
- Restricting Dial-Out Privileges for Profiled Users, page 11-8

Configuring User Password Requirements

You can increase the security of your Cisco Unified MeetingPlace Express system by doing the following:

- Requiring longer user passwords
- Requiring users to change their passwords more frequently

Procedure

1. Log in to Cisco Unified MeetingPlace Express.
2. Click **Administration** at the top of the page.
Step 3  On the left side of the page:
   a. Click **System Configuration**.
   b. Click **Usage Configuration**.

Step 4  In the Usage Configuration page, configure the following fields:
   - **Minimum profile password length**, page C-145 — A higher value is more secure than a lower value.
   - **Change profile password (days)**, page C-145 — A lower value is more secure than a higher value.
   - **Minimum user password length**, page C-145 — A higher value is more secure than a lower value.
   - **Change user password (days)**, page C-145 — A lower value is more secure than a higher value.

Step 5  Click **Save**.

Tip
Remember that long passwords and frequent password changes may frustrate your users. Align your password requirements with those already in use at your company.

**Related Topics**
- Security Recommendations For Your System, page 11-1
- About This Page: Usage Configuration, page C-144

**Limiting the Number of Failed User Login Attempts**

This topic describes how to configure the number of times in a session that a user can fail to log in to Cisco Unified MeetingPlace Express before the user profile becomes “locked.” Users with locked user profiles cannot log in.

**Before You Begin**
- The preconfigured Admin profile cannot be locked.
- Before reaching the maximum number of login attempts, the user may restart the counter for failed login attempts by taking one of the following actions:
  - Close the browser and open a new one to continue the login attempts.
  - End the call to Cisco Unified MeetingPlace Express and begin a new call to continue the login attempts.
- Calls to the attendant are not supported if you use a SIP trunk to integrate Cisco Unified MeetingPlace Express with Cisco Unified CallManager Release 4.x.

**Procedure**

Step 1  Log in to Cisco Unified MeetingPlace Express.
Step 2  Click **Administration** at the top of the page.
Step 3  On the left side of the page:
   a. Click **System Configuration**.
   b. Click **Usage Configuration**.
How to Secure Your System

Step 4 In the Usage Configuration page, configure the following field:
- Maximum profile login attempts, page C-146—A lower value is more secure than a higher value.

Step 5 Click Save.

Related Topics
- Cisco Unified CallManager Restrictions for Integration in a SIP Environment, page 7-39
- Security Recommendations For Your System, page 11-1
- Information About the Active, Inactive, and Locked States of User Profiles, page 8-23
- About This Page: Usage Configuration, page C-144
- About the Admin Profile, page 8-21

Configuring Requirements for Meeting Passwords

You can increase the security of your Cisco Unified MeetingPlace Express system by doing the following:
- Requiring passwords for meetings scheduled by some or all users
- Requiring longer meeting passwords

Meeting passwords prevent uninvited people from attending meetings.

Procedure

Step 1 Log in to Cisco Unified MeetingPlace Express.
Step 2 Click Administration at the top of the page.
Step 3 On the left side of the page, click Meeting Configuration.
Step 4 In the Meeting Configuration page, configure the following field:
- Minimum meeting password length, page C-101—A higher value is more secure than a lower value.
Step 5 Click Save.
Step 6 On the left side of the page, click User Configuration.
Step 7 Take one of the following actions:
- To configure a user group, click User Group Management.
- To configure an individual user profile, click User Profile Management.
Step 8 Take one of the following actions:
- To configure an existing user group or user profile, click Edit.
- To configure a new user group or user profile, click Add New. Configure the required fields, which are marked with an asterisk.
Step 9 Configure one of the following fields:
- Password required, page C-12 (user group)—Select Yes.
- Password required, page C-23 (user profile)—Select Yes.
### Step 10
Click **Save**.

### Step 11
Repeat **Step 6** through **Step 10** for all user groups and user profiles for which you want to require meeting passwords.

---

**Tips**

Remember that the password must be communicated to the meeting invitees in order for them to join the meeting:

- Configure user groups and user profiles to include passwords in e-mail notifications. See the “Configuring E-Mail Notification Settings for a User Group” section on page 14-5.
- If not all meeting invitees will receive e-mail notifications, then the meeting scheduler or another organizer must manually communicate the meeting password.

**Related Topics**

- Security Recommendations For Your System, page 11-1
- About This Page: Meeting Configuration, page C-97
- About This Page: Add User Group, page C-9
- About This Page: Add User Profile, page C-16

---

**Restricting Access to Scheduled Meetings and Recordings**

This topic describes how to restrict unprofiled users from taking the following actions:

- Attend meetings that are scheduled by some or all users.
- Listen to meetings recorded by some or all users.

**Procedure**

#### Step 1
Log in to Cisco Unified MeetingPlace Express.

#### Step 2
Click **Administration** at the top of the page.

#### Step 3
On the left side of the page, click **User Configuration**.

#### Step 4
Take one of the following actions:

- To configure a user group, click **User Group Management**.
- To configure an individual user profile, click **User Profile Management**.

#### Step 5
Take one of the following actions:

- To configure an existing user group or user profile, click **Edit**.
- To configure a new user group or user profile, click **Add New**. Configure the required fields, which are marked with an asterisk.

#### Step 6
To restrict meeting attendance **and** access to meeting recordings to profiled users, configure one of the following fields to “Users with Cisco Unified MeetingPlace Express profiles only”:

- **Who can attend**, page C-12 (user group)
- **Who can attend**, page C-23 (user profile)
How to Secure Your System

Step 7 Click Save.

Step 8 Repeat Step 3 through Step 7 for all user groups and user profiles for which you want to restrict meeting access to profiled users.

Tips

- Remember that if meeting attendance is restricted to profiled users, then unprofiled external users (such as your customers or business partners) and users with locked profiles cannot attend.
- Similarly, if access to meeting recordings is restricted to profiled users, then unprofiled external users (such as your customers or business partners) and users with locked profiles cannot access these meeting recordings.

Related Topics

- Security Recommendations For Your System, page 11-1
- About This Page: Add User Group, page C-9
- About This Page: Add User Profile, page C-16

Restricting the Use of Vanity Meeting IDs

By default, Cisco Unified MeetingPlace Express allows the meeting scheduler to request a specific meeting ID, such as one that is easy to remember (12345) or one that spells a word (24726 or CISCO). If, however, an uninvited person knows the phone number of your Cisco Unified MeetingPlace Express server, then that person can easily guess a popular meeting ID and join a meeting that he is not authorized to attend.

This topic describes how to prevent unauthorized meeting attendance by disabling the ability to request a vanity meeting ID when scheduling a meeting. Instead, a unique, randomly generated ID is assigned to every scheduled meeting. Users cannot change the assigned meeting IDs.

Procedure

Step 1 Log in to Cisco Unified MeetingPlace Express.

Step 2 Click Administration at the top of the page.

Step 3 On the left side of the page, click Meeting Configuration.

Step 4 In the Meeting Configuration page, configure the following field:
- Allow vanity meeting IDs, page C-101—Select No.

Step 5 Click Save.

Related Topics

- Security Recommendations For Your System, page 11-1
- About This Page: Meeting Configuration, page C-97
Restricting Third Parties from Starting Reservationless Meetings

This topic describes how to configure the system so that only the meeting owner may start a reservationless meeting.

Procedure

Step 1 Log in to Cisco Unified MeetingPlace Express.
Step 2 Click Administration at the top of the page.
Step 3 On the left side of the page:
   a. Click System Configuration.
   b. Click Meeting Configuration.
Step 4 In the Meeting Configuration page, configure the following field:
   • Reservationless: Allow 3rd party initiate, page C-101—Select No.
Step 5 Click Save.

Related Topics

- Information About Reservationless Meetings, page 5-6
- Security Recommendations For Your System, page 11-1
- Information About the Active, Inactive, and Locked States of User Profiles, page 8-23
- About This Page: Usage Configuration, page C-144

Restricting Dial-Out Privileges for Guest Users

This topic describes how to restrict guests from dialing out. By completing this task, only profiled users who successfully log in to Cisco Unified MeetingPlace Express can dial out. This restriction can reduce the potential for toll fraud.

Procedure

Step 1 Log in to Cisco Unified MeetingPlace Express.
Step 2 Click Administration at the top of the page.
**Restricting Dial-Out Privileges for Profiled Users**

This topic describes how to restrict dial-out privileges to specific user groups and user profiles. Restricting dial-out privileges reduces the potential for toll fraud.

**Procedure**

**Step 1** Log in to Cisco Unified MeetingPlace Express.

**Step 2** Click **Administration** at the top of the page.

**Step 3** Click **User Configuration** on the left side of the page.

**Step 4** To restrict dial-out privileges for specific user groups, complete these steps:

a. Click **User Group Management**.

b. In the User Group Management page, select a user group and click **Edit** in the same row. The Edit User Groups Details page appears.

c. To restrict dial-out privileges, configure the following fields:
   - **Can call out of meetings**—Set to **No**.
   - **Ask for profile password**—Set to **Yes**.

d. Click **Save**.

e. Repeat **Step 4** for all user groups whose dial-out privileges you want to restrict.

---

**Related Topics**

- Security Recommendations For Your System, page 11-1
- About Dial-Out Features and Voice Prompt Languages, page 8-11
- About Toll Fraud Prevention Options, page 11-2
- Restricting Dial-Out Privileges for Profiled Users, page 11-8
- Exporting Information about Outgoing Calls, page 10-14
- About This Page: User Group Management, page C-152
- About This Page: User Profile Management, page C-153

**What to Do Next**

To further restrict dial-out privileges on your system, proceed to the “Restricting Dial-Out Privileges for Profiled Users” section on page 11-8.
**Step 5**  To restrict dial-out privileges for specific user profiles, complete these steps:

- **a.** Click **User Profile Management**.
- **b.** In the User Profile Management page, select a user profile and click **Edit** in the same row. The Edit user profiles details page appears.
- **c.** To restrict dial-out privileges, configure the following fields:
  - Can call out of meetings—Set to **No**.
  - Ask for profile password—Set to **Yes**.
- **d.** Click **Save**.
- **e.** Repeat **Step 5** for all user profiles whose dial-out privileges you want to restrict.

---

**Related Topics**

- Security Recommendations For Your System, page 11-1
- About Dial-Out Features and Voice Prompt Languages, page 8-11
- About Toll Fraud Prevention Options, page 11-2
- Restricting Dial-Out Privileges for Guest Users, page 11-7
- Exporting Information about Outgoing Calls, page 10-14
- About This Page: User Group Management, page C-152
- About This Page: User Profile Management, page C-153
Managing Certificates for Cisco Unified MeetingPlace Express

Revised: October 18, 2006, OL-11374-01

Topics in this section include:

- About Certificates, page 12-1
- Obtaining Certificates, page 12-2
- Enabling SSL, page 12-3
- Disabling SSL, page 12-5
- Displaying a Certificate, page 12-6
- Downloading a Certificate, page 12-6
- Replacing Expired Certificates, page 12-7

The content in this chapter applies in the following cases:

- You have a Cisco Unified MeetingPlace Express system.
- You have a Cisco Unified MeetingPlace Express VT system.

About Certificates

To use Secure Sockets Layer (SSL) to provide secure web communications to and from Cisco Unified MeetingPlace Express, you must obtain two certificates from a trusted certificate authority (CA):

- One for the end-user web interface and the Administration Center
- One for web conferencing

Each certificate uses the digital signature of a trusted certificate authority (CA) to confirm that a cryptographic key belongs to a specific organization at a specific location. Each certificate also includes a validity period, after which the certificate expires.

Note

Cisco Unified MeetingPlace Express does not support self-signed certificates.

Related Topics

- Obtaining Certificates, page 12-2
- Enabling SSL, page 12-3
Obtaining Certificates

This topic describes how to obtain certificates by generating certificate signing requests (CSRs) from the Administration Center and sending the CSRs to a CA that issues certificates.

Note

You may have a different method for obtaining trusted certificates. If you use that method instead of completing this task, then note the following:

- Make sure that you also obtain private keys and passwords.
- We recommend that you save a copy of each SSL file on a separate server, in case you ever reinstall the operating system. If you reinstall or upgrade the Cisco Unified MeetingPlace Express application, the SSL files are preserved. If, however, you reinstall the operating system, the SSL files are not preserved.
- Proceed to the “Enabling SSL” section on page 12-3.

Before You Begin

Caution

If you already have valid SSL certificates installed on your Cisco Unified MeetingPlace Express server, generating new CSRs will make the existing SSL certificates invalid. Proceed only if you are installing SSL certificates for the first time or if you are replacing expired SSL certificates.

Procedure

Step 1  Log in to Cisco Unified MeetingPlace Express.
Step 2  Click Administration at the top of the page.
### Enabling SSL

This topic describes how to upload certificates and enable SSL in Cisco Unified MeetingPlace Express.

---

**Step 3** On the left side of the page:
- Click **Certificate Management**.
- Click **Generate CSRs**.

**Step 4** Enter values in the fields on the Generate Certificate Signing Requests (CSRs) page.

**Step 5** Click **Generate CSRs**.

---

**Note** If SSL is currently enabled, the system displays a message stating that you cannot generate CSRs and takes you back to the Generate Certificate Signing Requests (CSRs) page. See **Step 4**.

**Step 6** In the Download Certificate Signing Requests page, select either of the CSRs and click **Download CSR**.

**Step 7** In the File Download dialog box, click **Save**.

**Step 8** In the Save As dialog box, do the following:
- In the Save in field, navigate to the directory where you want to save the CSR.
- Under File name, the name of the file is displayed. If your browser added anything to the file name, such as [1] in the middle, delete that.
- Under Save as type, select **All Files** from the drop-down list. (If you do not do this, the system saves the file with a .htm extension.)
- Click **Save**.

**Step 9** Repeat **Step 6** through **Step 8** for the other CSR.

**Step 10** Send these two CSRs to a CA, who will generate certificates and send them to you.

**Note** The certificates must be in privacy enhanced mail (PEM) format.

**Step 11** (Optional but recommended) Save a copy of each SSL file on a separate server, in case you ever reinstall the operating system.

If you reinstall or upgrade the Cisco Unified MeetingPlace Express application, the SSL files are preserved. If, however, you reinstall the operating system, the SSL files are not preserved.

---

**Related Topics**
- Fields on the Generate Certificate Signing Requests (CSRs) Page, page C-69
- About Certificates, page 12-1
- Disabling SSL, page 12-5
- About This Page: Download Certificate, page C-48
- About This Page: Download Certificate Signing Request, page C-49
Chapter 12      Managing Certificates for Cisco Unified MeetingPlace Express

About Certificates

Note Whether or not SSL is enabled, e-mail notifications use click-to-attend URLs that begin with “http” instead of “https.” When SSL is enabled, the system automatically redirects users to an “https” URL.

Before You Begin

- Obtain the two required certificates from a trusted certificate authority (CA). See the “Obtaining Certificates” section on page 12-2.
- The certificates must be in privacy enhanced mail (PEM) format.
- You must upload both certificates at the same time.
- For SSL to work, both Ethernet ports must be accessible by end users. You cannot have one Ethernet port connected to an outside segment and the other connected to an inside segment unless connectivity is available between those segments. For complete information about installing Ethernet ports, see the Installation and Upgrade Guide for Cisco Unified MeetingPlace Express.

Caution If you upload a certificate that will not be valid until a future date or time, the Cisco Unified MeetingPlace Express system cannot be accessed even after you restart the system. See the Installation and Upgrade Guide for Cisco Unified MeetingPlace Express for information on running a command to determine when the system will be available again.

If you upload a certificate that is valid starting immediately, the system remains accessible.

Procedure

Step 1 Log in to Cisco Unified MeetingPlace Express.
Step 2 Click Administration at the top of the page.
Step 3 On the left side of the page:
  a. Click Certificate Management.
  b. Click Enable SSL.
Step 4 Enter values in the fields on the Enable SSL for the End-User Interface, Administration Center, and Web Conferencing page.

Caution Be sure to enter the correct values in these fields. If you inadvertently enter wrong values, the system may need to be restarted.

Note If SSL is already enabled, the Cisco Unified MeetingPlace Express system displays a message stating that SSL is already enabled for the End-User Interface, Administration Center, and web conferencing.

Step 5 Click Upload Certificates.
Step 6 In the dialog box, click OK to upload the certificates, update the configuration, and restart the server.

The system stores the certificate and other required SSL files, such as private keys and passwords, to the /usr/local/enrollment/ directory.
Disabling SSL

This topic describes how to disable SSL in Cisco Unified MeetingPlace Express.

Restrictions
You cannot disable SSL for only one web interface, such as the end-user web interface, Administration Center, or web conferencing. Completing this task disables SSL completely for the system.

Procedure

Step 1 Log in to Cisco Unified MeetingPlace Express.
Step 2 Click Administration at the top of the page.
Step 3 On the left side of the page:
   a. Click Certificate Management.
   b. Click Disable SSL.
Step 4 The system displays the Disable SSL page, with a message stating that disabling SSL interrupts system operations and stops all meetings in progress.

Note If SSL is already disabled, the Cisco Unified MeetingPlace Express system displays a message stating that SSL is already disabled for the End-User Interface, Administration Center, and web conferencing.

Step 5 Click Disable SSL.
Step 6 The system displays a dialog box stating that this will restart the server and to only proceed if you are sure. Click OK to update the configuration and restart the server.

Related Topics
- About This Page: Disable SSL, page C-44
- About Certificates, page 12-1
Chapter 12  Managing Certificates for Cisco Unified MeetingPlace Express

Displaying a Certificate

This topic describes how to view the contents of an uploaded certificate, such as the valid dates and signature.

Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Log in to Cisco Unified MeetingPlace Express.</td>
</tr>
<tr>
<td>Step 2</td>
<td>Click Administration at the top of the page.</td>
</tr>
</tbody>
</table>
| Step 3 | On the left side of the page:  
  a. Click Certificate Management.  
  b. Click Display Certificate. |

The Cisco Unified MeetingPlace Express system displays the names of your certificates.

Note  If you do not have any certificates, the Cisco Unified MeetingPlace Express system displays a message stating that you have no certificates to display.

| Step 4 | Select a certificate and click Display Certificate to open it. |

The system displays the contents of the certificate file.

Related Topics

- About Certificates, page 12-1
- About This Page: Display Certificate, page C-47

Downloading a Certificate

This topic describes how to download a copy of a certificate that was previously uploaded to Cisco Unified MeetingPlace Express. This task is useful for backing up your certificate files.

Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Log in to Cisco Unified MeetingPlace Express.</td>
</tr>
<tr>
<td>Step 2</td>
<td>Click Administration at the top of the page.</td>
</tr>
</tbody>
</table>
| Step 3 | On the left side of the page:  
  a. Click Certificate Management.  
  b. Click Download Certificates. |
| Step 4 | On the Download Certificates page, select a certificate to download and click Download Certificate. |

The File Download dialog box appears.

Note  If you do not have any certificates, the Cisco Unified MeetingPlace Express system displays a message stating that you have no certificates to download.
**Step 5**  Do one of the following:
- To open the file, click **Open**.
- To save the file, click **Save**.

**Related Topics**
- About Certificates, page 12-1
- About This Page: Download Certificate, page C-48

**Replacing Expired Certificates**

This topic describes how to replace expired certificates.

The Cisco Unified MeetingPlace Express system monitors the expiration date of each certificate and logs errors one month and one week before the certificate expires. These values cannot be configured.

**Procedure**

<table>
<thead>
<tr>
<th>High-Level Task</th>
<th>Where to Find Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1 Disable SSL.</td>
<td>Disabling SSL, page 12-5</td>
</tr>
<tr>
<td>Step 2 Obtain the new certificates.</td>
<td>Obtaining Certificates, page 12-2</td>
</tr>
<tr>
<td>Step 3 Upload the new certificates and enable SSL.</td>
<td>Enabling SSL, page 12-3</td>
</tr>
</tbody>
</table>

**Related Topics**
- About Certificates, page 12-1
- Displaying a Certificate, page 12-6
Chapter 12 Managing Certificates for Cisco Unified MeetingPlace Express

About Certificates
Customizing the Cisco Unified MeetingPlace Express End-User Interfaces

Revised: October 18, 2006, OL-11374-01

The Cisco Unified MeetingPlace Express system allows you to customize end-user interfaces. Topics in this section include:

- About Voice Prompts, page 13-1
- How To Customize End-User Interfaces, page 13-2

The content in this chapter applies only to the Cisco Unified MeetingPlace Express system and not to the Cisco Unified MeetingPlace Express VT system.

About Voice Prompts

You can customize the voice prompts that end users hear when they use Cisco Unified MeetingPlace Express. A voice prompt is a single voice file and a sentence is a string of individual prompts. You cannot customize the order of individual voice prompts in a sentence but you can customize individual prompts. Examples of individual prompts include:

- “1”
- “Press 1”
- “To attend a meeting”
- “Enter the meeting ID followed by the pound key.”
- long music files

All voice prompt files are called $s<number>.wav$ where $<number>$ corresponds to the prompt number as managed by the system.

Voice prompts are stored in different locations depending on whether they are standard voice prompts or custom voice prompts. Voice prompts are also stored in different locations depending on the language in which they are recorded.

**Note**

A locale is a version for a specific language and region. For example, US English is English for the United States and UK English is English for the UK. Although both use the English language, they are different locales.
How To Customize End-User Interfaces

- Standard US English voice prompts are stored in the following directory:
  /opt/cisco/meetingplace_express/afs/prompts/en_US/
- Standard voice prompts in other languages are stored in similar subdirectories. For example, German voice prompts might be stored in the following directory:
  /opt/cisco/meetingplace_express/afs/prompts/de_DE/
- Custom voice prompts are stored in language-specific subdirectories under the following directory:
  /opt/cisco/meetingplace_express/afs/custom/

Note
Cisco Unified MeetingPlace Express assumes that all prompts are in the G.711 mu-law format only.

See these sections for more information:
- Customizing Voice Prompts, page 13-6
- Deleting Custom Voice Prompts, page 13-7

How To Customize End-User Interfaces

Topics in this section include:
- Adding a Custom Graphic to the Cisco Unified MeetingPlace Express End-User Web Interface, page 13-2
- Deleting a Custom Graphic from the Cisco Unified MeetingPlace Express End-User Web Interface, page 13-3
- Customizing the End User’s Schedule Meeting Page, page 13-4
- Customizing the End User’s Edit Profile Page, page 13-4
- Showing or Hiding the “Download Outlook Plug-In” Link in the End-User Web Interface, page 13-5
- Customizing Voice Prompts, page 13-6
- Deleting Custom Voice Prompts, page 13-7

Adding a Custom Graphic to the Cisco Unified MeetingPlace Express End-User Web Interface

You can add your company’s logo, or another custom graphic, to the Cisco Unified MeetingPlace Express end-user web interface. This graphic displays in the upper left corner.

Before You Begin
- The graphic is only displayed in the end-user web interface and not in the Administration Center.
- The dimensions of the graphic must be 106 x 52 pixels.
- The graphic must be in .gif or .jpg format.
- You can only have one custom graphic uploaded at a time. To upload a different custom graphic, delete the current custom graphic. See the “Deleting a Custom Graphic from the Cisco Unified MeetingPlace Express End-User Web Interface” section on page 13-3.
Procedure

**Step 1** Log in to Cisco Unified MeetingPlace Express.

**Step 2** Click *Administration* at the top of the page.

**Step 3** On the left side of the page:

a. Click *Customize Interface*.

b. Click *Add Logo*.

**Step 4** On the Add Logo page, enter the fully-qualified pathname of the file containing the custom graphic to add or click *Browse* to locate the file.

**Step 5** Click *Upload File*.

**Step 6** Click *Save*.

Related Topics

- About This Page: Add Logo, page C-5
- Deleting a Custom Graphic from the Cisco Unified MeetingPlace Express End-User Web Interface, page 13-3

Deleting a Custom Graphic from the Cisco Unified MeetingPlace Express End-User Web Interface

You can only have one custom graphic uploaded at a time. If you already have a custom graphic uploaded and displayed on the end-user web interface, and you want to display a different custom graphic, you must first delete the current custom graphic.

Procedure

**Step 1** Log in to Cisco Unified MeetingPlace Express.

**Step 2** Click *Administration* at the top of the page.

**Step 3** On the left side of the page:

a. Click *Customize Interface*.

b. Click *Add Logo*.

**Step 4** To delete the displayed custom graphic, click *Delete*.

**Step 5** When the confirmation pop-up window appears, click *OK*.

The system displays a message stating that the company logo was successfully removed.

Related Topics

- About This Page: Add Logo, page C-5
- Adding a Custom Graphic to the Cisco Unified MeetingPlace Express End-User Web Interface, page 13-2
Customizing the End User’s Schedule Meeting Page

This topic describes how to modify which fields end users see on the Schedule Meeting page in the end-user web interface.

Procedure

Step 1  Log in to Cisco Unified MeetingPlace Express.
Step 2  Click Administration at the top of the page.
Step 3  On the left side of the page:
   a.  Click Customize Interface.
   b.  Click Customize Schedule Meeting Page.
Step 4  Configure the fields, which are described in the “Fields on the Customize Schedule Meeting Page” section on page C-38. For each field:
   •  If you select Basic Settings, the field is displayed on the Schedule Meeting page.
   •  If you select Advanced Settings, the field is displayed when end users click More options on the Schedule Meeting page.
Step 5  In the Show column, check each field that you want displayed. To hide a field, uncheck the check box.
Step 6  Click Save.

Related Topics
•  About This Page: Customize Schedule Meeting Page, page C-37

Customizing the End User’s Edit Profile Page

You can choose which fields end users see when they edit their user profiles. Follow these steps:

Procedure

Step 1  Log in to Cisco Unified MeetingPlace Express.
Step 2  Click Administration at the top of the page.
Step 3  On the left side of the page:
   a.  Click Customize Interface.
   b.  Click Customize Edit User Profile Page.
Cisco Unified MeetingPlace Express displays the Customize the Edit Profile Page page.
Step 4  Configure the fields, which are described in the “Fields on the Customize the Edit Profile Page” section on page C-39.
Step 5  In the Show column, check each field that you want displayed. To hide a field, uncheck the check box.
Step 6  Click Save.
Showing or Hiding the “Download Outlook Plug-In” Link in the End-User Web Interface

You can choose whether or not end users see the “Download Outlook Plug-In” link at the bottom of the Attend and Schedule Meeting end-user web pages. By default, the link is visible on both pages.

Procedure

Step 1  Log in to Cisco Unified MeetingPlace Express.
Step 2  Click Administration at the top of the page.
Step 3  On the left side of the page:
   a. Click Customize Interface.
   b. Click Customize Outlook Plug-In Download.
Step 4  Check or uncheck the check boxes to show or hide the link on the specified end-user web pages.
Step 5  Click Save.
Step 6  (Optional) To verify the new settings, do the following:
   a. Click User in the top right corner.
   b. Click Attend in the top left corner.
   c. Verify that the “Download Outlook Plug-In” link appears (or does not appear) in the bottom right corner of the Attend page.
   d. Click Schedule in the top left corner.
      If prompted, then log in to Cisco Unified MeetingPlace Express.
   e. Verify that the “Download Outlook Plug-In” link appears (or does not appear) in the bottom right corner of the Schedule Meeting page.

Related Topics

- About This Page: Customize Outlook Plug-In Download, page C-40
- Information About Microsoft Outlook Integration, page B-1
Customizing Voice Prompts

Before you can customize a voice prompt, be sure to complete these steps.

**Before You Begin**

**Step 1** Determine the name, number, and location of the voice prompt you want to customize. See *Voice Prompts Reference for Cisco Unified MeetingPlace Express*, which contains the number and text for each voice prompt.

**Step 2** Open and set up the Sound Recorder application.

*Note* The Sound Recorder application is just one of many commercially-available sound recording tools. This procedure describes how to record a custom prompt using the Sound Recorder application, but this can also be done using other applications.

Follow these steps:

a. On your PC, go to **Start > Programs > Accessories > Entertainment > Sound Recorder**.
b. Choose **File > Properties**.
   c. Click **Convert Now...**
      d. From the Format drop-down list, choose CCITT u-Law.
      e. From Attributes, select 8.000 kHz, 8-bit, mono.
      f. Click **OK**.
      g. On the Properties for Sound dialog box, click **OK**.

**Step 3** Record the custom voice prompt.

**Step 4** Save the custom voice prompt with the same filename as the voice prompt you want to replace.

All voice prompt files are called `s<number>.wav` where `<number>` corresponds to the prompt number.

After you have recorded the custom voice prompt, follow these steps to upload it to the Cisco Unified MeetingPlace Express system.

**Procedure**

**Step 1** Log in to Cisco Unified MeetingPlace Express.

**Step 2** Click **Administration** at the top of the page.

**Step 3** On the left side of the page:
   a. Click **Maintenance**.
   b. Click **Custom Prompts**.

**Step 4** On the Custom Prompts page, enter the fully-qualified pathname of the file containing the custom voice prompt to add or click **Browse** to locate the file.

*Tip* You named the file in **Step 4** above.
Step 5  Click **Upload File**.

Step 6  Restart the system to activate the custom voice prompt.

To restart the system, enter `sudo mpx_sys restart` in the CLI. For information about logging into the CLI, see the *Installation and Upgrade Guide for Cisco Unified MeetingPlace Express*.

The system automatically uses the custom voice prompt because it has overwritten the original voice prompt.

---

**Related Topics**
- About This Page: Custom Prompts, page C-35
- About Voice Prompts, page 13-1

### Deleting Custom Voice Prompts

This topic describes how to delete custom voice prompts.

**Restriction**

You can only delete custom voice prompts; you cannot delete standard voice prompts.

**Procedure**

**Step 1**  Log in to Cisco Unified MeetingPlace Express.

**Step 2**  Click **Administration** at the top of the page.

**Step 3**  On the left side of the page:

- Click **Maintenance**.
- Click **Custom Prompts**.

**Step 4**  On the Custom Prompts page, do one of the following:

- To delete one or more custom voice prompts, select those you want to delete, and click **Delete Custom Prompt(s)**.
- To delete all custom voice prompts, click **Delete All**.

---

**Related Topics**
- About This Page: Custom Prompts, page C-35
- Customizing Voice Prompts, page 13-6
- About Voice Prompts, page 13-1
Configuring E-Mail Notifications for Cisco Unified MeetingPlace Express

Revised: October 18, 2006, OL-11374-01

Cisco Unified MeetingPlace Express generates e-mail notifications and sends them to the meeting scheduler and invitees whenever the following events occur:

- Meeting is scheduled
- Meeting is rescheduled
- Meeting is cancelled—one occurrence
- Meetings are cancelled—all occurrences of a recurring meeting

You can also send an e-mail blast to a user group or all profiled users.

Topics in this section include:

- Restrictions for E-Mail Notifications, page 14-1
- Requirements for E-Mail Notifications, page 14-2
- Information About E-Mail Notification Templates and Language Property Files, page 14-2
- How to Configure E-Mail Notifications, page 14-4
- Example of Modifying an E-Mail Notification Template and a Language Property File, page 14-13

The content in this chapter applies only to the Cisco Unified MeetingPlace Express system and not to the Cisco Unified MeetingPlace Express VT system.

Restrictions for E-Mail Notifications

The following restrictions apply to e-mail notifications:

- E-mail notifications are not generated for reservationless meetings.
- E-mail notifications are not sent when only the meeting length is modified for a scheduled meeting.
- E-mail notification tags are case-sensitive.
- E-mail notification graphics cannot be modified or replaced. Also, new graphics cannot be added to e-mail notifications.
- Only the first eighteen characters of the meeting subject appears in e-mail notifications.
Requirements for E-Mail Notifications

The following requirements apply to e-mail notifications:

- Cisco Unified MeetingPlace Express must be configured to use an external Simple Mail Transfer Protocol (SMTP) server.
- User profiles must be enabled to send and receive e-mail notifications.
- User profiles must contain e-mail addresses for the users to send and receive e-mail notifications.

Information About E-Mail Notification Templates and Language Property Files

E-mail notification templates specify the information to include in the e-mail notifications. The templates also determine the order and formatting used to present the specified information.

Although e-mail notification templates are editable, they are designed to be language-independent by containing tags instead of actual e-mail message content. Each tag is translated by the Cisco Unified MeetingPlace Express mail system into text defined in editable language property files. A unique language property file is available for each language you install and enable on the Cisco Unified MeetingPlace Express server.

Topics in this section include:

- E-Mail Notification Template Formats: HTML and Plain Text, page 14-2
- E-Mail Notification Template Types, page 14-3
- How the Mail System Works, page 14-4

E-Mail Notification Template Formats: HTML and Plain Text

Each e-mail notification template comes in two formats: HTML and plain text. Only the HTML format includes graphics. The E-mail format field in the user profile determines which format is used for e-mail notifications sent to each user.
If you modify an e-mail notification template, you must modify both the HTML and plain text formats to keep them consistent with each other. Otherwise, users may receive different information about the same meeting, depending on the E-mail format setting in each user profile.

**Related Topics**
- Information About E-Mail Notification Templates and Language Property Files, page 14-2

### E-Mail Notification Template Types

Table 14-1 lists and describes the available e-mail notification templates.

**Table 14-1 E-Mail Notification Templates**

<table>
<thead>
<tr>
<th>Template</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EmailBlast</td>
<td>Sends one or all user groups an e-mail message from the system administrator. Typically used to inform users of maintenance tasks that may affect their ability to use Cisco Unified MeetingPlace Express. See the “Sending E-Mail Blasts” section on page 15-13. Restriction: This template is not used in Microsoft Outlook notifications.</td>
</tr>
<tr>
<td>NotifyCancel</td>
<td>Notifies the meeting scheduler and invitees that a single-occurrence meeting was cancelled, or that one occurrence of a recurring meeting was cancelled. Restriction: This template is not used in Microsoft Outlook notifications.</td>
</tr>
<tr>
<td>NotifyCancelAll</td>
<td>Notifies the meeting scheduler and invitees that all occurrences of a recurring meeting were cancelled. Restriction: This template is not used in Microsoft Outlook notifications.</td>
</tr>
<tr>
<td>NotifyReschedule</td>
<td>Notifies the meeting scheduler and invitees that the meeting was rescheduled. Restriction: This template is not used in Microsoft Outlook notifications.</td>
</tr>
<tr>
<td>NotifySchedule</td>
<td>Notifies the meeting scheduler and invitees of a new scheduled meeting.</td>
</tr>
<tr>
<td>NotifyScheduleRes</td>
<td>Notifies invitees about a reservationless meeting. Restriction: This template is used only in Microsoft Outlook notifications. This template is available only when the exchange license is installed on the system.</td>
</tr>
</tbody>
</table>

**Related Topics**
- Editing Templates for E-Mail Notifications, page 14-8
- Information About E-Mail Notification Templates and Language Property Files, page 14-2
- Integrating Cisco Unified MeetingPlace Express With Microsoft Outlook, page B-1
Chapter 14 Configuring E-Mail Notifications for Cisco Unified MeetingPlace Express

How the Mail System Works

The Cisco Unified MeetingPlace Express mail system uses the following process to send e-mail notifications to users:

1. The mail system selects the appropriate template, depending on the type of e-mail notification that is required. The templates are listed in Table 14-1.
2. The mail system identifies the tags in the template:
   a. Plain text in the template is left as plain text in the e-mail notification.
   b. A dollar sign ($) indicates the beginning of a tag that is replaced by the definition in the language property file. For example:
      $notify_to_join_meeting
   c. A space or the end of a line indicates the end of a tag.
3. The mail system checks which language property file to use, depending on the Language configured in the e-mail recipient’s user profile.
4. The mail system creates the e-mail notification by translating the tags in the template to the matching tag definitions in the language property file:
   a. An equal (=) sign indicates the beginning of a tag definition. For example:
      notify_to_join_meeting = To join the meeting
   b. The end of a line indicates the end of a tag definition.
   c. For each match, the mail system replaces the tag with the content defined in the language property file.
   d. If there is no match, the tag is included in the e-mail notification, including the dollar sign ($).
   e. Tag definitions may contain tags that are defined by other system components, such as the scheduler. For example:
      notify_details=The meeting details are:
      notify_id=ID: $cisco_MTGID
      The scheduler component typically defines tags that appear on the Schedule end-user page, such as the scheduler name, meeting subject, and start time.
5. The mail system sends the completed e-mail notification to the SMTP server.

Related Topics
- Information About E-Mail Notification Templates and Language Property Files, page 14-2
- How to Configure E-Mail Notifications, page 14-4

How to Configure E-Mail Notifications

Topics in this section include:
- Configuring SMTP Servers, page 14-5
- Configuring E-Mail Notification Settings for a User Group, page 14-5
- Configuring E-Mail Notification Settings for a User Profile, page 14-7
- Deleting E-Mail Notifications in the Queue, page 14-8
Configuring SMTP Servers

This topic describes how to configure the Cisco Unified MeetingPlace Express system to connect to external SMTP servers, through which e-mail notifications are sent.

The system allows the configuration of two SMTP servers. At least one SMTP server must be configured for Cisco Unified MeetingPlace Express to send e-mail notifications. After the initial system startup, Cisco Unified MeetingPlace Express uses the primary SMTP server to send e-mail notifications.

If the system fails to send e-mail notifications through the primary SMTP server, then the system immediately switches to using the secondary SMTP server, if configured. The system continues to use the secondary SMTP server until a problem occurs; then the system automatically switches to using the primary SMTP server. In general, if Cisco Unified MeetingPlace Express fails to send e-mail notifications through an SMTP server, then the system automatically switches to the other configured SMTP server.

Procedure

Step 1 Log in to Cisco Unified MeetingPlace Express.
Step 2 At the top of the page, click Administration.
Step 3 On the left side of the page:
   a. Click System Configuration.
   b. Click E-Mail Service Administration.
   c. Click SMTP Server Configuration.
Step 4 Configure the fields, which are described in the “Fields on the SMTP Server Configuration Page” section on page C-133.
Step 5 Click Save.

Related Topics

- About This Page: SMTP Server Configuration, page C-133
- Sending E-Mail Blasts, page 15-13

Configuring E-Mail Notification Settings for a User Group

This topic describes how to configure the behavior of e-mail notifications for particular users, including:

- Whether or not e-mail notifications are sent when a particular user schedules or changes a meeting.
- Whether or not e-mail notifications include a list of participants or meeting passwords.
- Whether or not certain users receive e-mail notifications when they are invited to a meeting.
Before You Begin

- Avoid changing e-mail notification settings once Cisco Unified MeetingPlace Express is in use, because users might already rely on a certain behavior, such as having all invited meeting participants receive e-mail notifications for new or changed meetings. Changing that behavior may result in lost productivity. If you must change the e-mail notification settings after Cisco Unified MeetingPlace Express has been in use, then make sure that you alert your users to the changes.

- You can configure the e-mail notification settings in user groups or user profiles. We recommend that you configure the settings in user groups to help you keep e-mail notification settings as consistent as possible across your user base. For information about how to configure e-mail notification settings for a user profile, see the “Configuring E-Mail Notification Settings for a User Profile” section on page 14-7.

Procedure

Step 1 Log in to Cisco Unified MeetingPlace Express.
Step 2 At the top of the page, click Administration.
Step 3 On the left side of the page, click User Configuration; then, User Group Management.
Step 4 Take one of the following actions:
   - To configure an existing user group, click Edit.
   - To configure a new user group, click Add New. Configure the required fields, which are marked with an asterisk.
Step 5 From the Group Defaults section, configure E-mail format.
Step 6 From the Sending Notifications section, configure the following fields:
   - Enable for meeting
   - Priority
   - Send if meeting changes
   - Include participants list
   - Include password
Step 7 From the Receiving Notifications section, configure Enable to receive.
Step 8 Click Save.

Related Topics

- About This Page: Add User Group, page C-9
- About This Page: Add User Profile, page C-16
Configuring E-Mail Notification Settings for a User Profile

Before You Begin

- Avoid changing e-mail notification settings once Cisco Unified MeetingPlace Express is in use, because users might already rely on a certain behavior, such as having all invited meeting participants receive e-mail notifications for new or changed meetings. Changing that behavior may result in lost productivity. If you must change the e-mail notification settings after Cisco Unified MeetingPlace Express has been in use, then make sure that you alert your users to the changes.

- You can configure the e-mail notification settings in user groups or user profiles. We recommend that you configure the settings in user groups to help you keep e-mail notification settings as consistent as possible across your user base. For information about how to configure e-mail notification settings for a user group, see the “Configuring E-Mail Notification Settings for a User Group” section on page 14-5.

Procedure

**Step 1** Log in to Cisco Unified MeetingPlace Express.

**Step 2** At the top of the page, click Administration.

**Step 3** On the left side of the page, click User Configuration; then, User Profile Management.

**Step 4** Take one of the following actions:

- To configure an existing user profile, click Edit.
- To configure a new user profile, click Add New. Configure the required fields, which are marked with an asterisk.

**Step 5** From the Identification section, configure E-mail format.

**Step 6** From the Sending Notifications section, configure the following:

- Enable for meeting
- Priority
- Send if meeting changes
- Include participants list
- Include password

**Step 7** From the Receiving Notifications section, configure Enable to receive.

**Step 8** Click Save.

Related Topics

- About This Page: Add User Group, page C-9
- About This Page: Add User Profile, page C-16
Deleting E-Mail Notifications in the Queue

This topic describes how to view and delete e-mail notifications that are waiting to be sent to end users.

Procedure

Step 1 Log in to Cisco Unified MeetingPlace Express.
Step 2 At the top of the page, click Administration.
Step 3 On the left side of the page:
   a. Click Reports.
   b. Click E-Mail Notification Queue Status Report.
Any e-mail notifications that are waiting to be sent are displayed on the E-Mail Notification Queue Status Report page.
Step 4 To delete e-mail notifications that are in the queue, do one of the following:
   • To delete one or more e-mail notifications, check the check boxes for those you want to delete, and click Delete Notification(s).
   • To delete all e-mail notifications, click Delete All.

Related Topics
- About This Page: E-Mail Notification Queue Status Report, page C-61
- Displaying the E-Mail Notification Queue, page 10-13

Editing Templates for E-Mail Notifications

This topic describes how to modify the content and appearance of e-mail notifications.

Before You Begin
- Read the “Information About E-Mail Notification Templates and Language Property Files” section on page 14-2.
- Changes to the e-mail notification templates affect all e-mail sent from the server. You cannot customize an e-mail notification template for a single user.
- If you plan to modify any language property files while editing the e-mail notification templates, then we recommend that you first save a copy of the existing language property files, in case you want to return to the previous versions. See the “Downloading a Language Property File” section on page 14-10.

Procedure

Step 1 Log in to Cisco Unified MeetingPlace Express.
Step 2 At the top of the page, click Administration.
Step 3  On the left side of the page:
   a. Click System Configuration.
   b. Click E-Mail Service Administration.
   c. Click E-Mail Notification Template Configuration.

Step 4  Using Table 14-2, decide whether to use the basic editing page or the advanced editing page to edit the e-mail notification master templates.

Table 14-2  Basic and Advanced Master Template Editing Functionality

<table>
<thead>
<tr>
<th>Editing Functionality</th>
<th>Basic</th>
<th>Advanced</th>
</tr>
</thead>
<tbody>
<tr>
<td>Template selection</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Format selection between HTML and text</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Language selection</td>
<td>—</td>
<td>Yes</td>
</tr>
<tr>
<td>HTML text area WYSIWYG editor</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Language property file editor</td>
<td>—</td>
<td>Yes</td>
</tr>
<tr>
<td>Preview</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Step 5  Click one of the following:
   - Edit Master Template (Basic)
   - Edit Master Template (Advanced)

The selected Edit Master Template page appears.

Step 6  Modify the master template for e-mail notifications. See the following topics:
   - About This Page: Edit Master Template (Basic), page C-53
   - About This Page: Edit Master Template (Advanced), page C-51

Step 7  To preview the template, click Preview.

Step 8  Close the preview window when finished.

Step 9  To save your template changes, click Save.

Tips
   - Tags are case-sensitive.
   - The HTML templates display only the size and location of each graphic. The actual graphics cannot be previewed through the Administration Center and are displayed only in actual e-mail notifications.
   - To return values to the previously saved settings, click Reset.
   - To exit the page without saving changes, click Cancel.
   - For an example, see the “Example of Modifying an E-Mail Notification Template and a Language Property File” section on page 14-13.
Related Topics

- Information About E-Mail Notification Templates and Language Property Files, page 14-2
- Downloading a Language Property File, page 14-10
- Configuring E-Mail Notification Settings for a User Group, page 14-5

**Downloading a Language Property File**

This topic describes how to download a language property file from Cisco Unified MeetingPlace Express.

This task is useful for saving a copy of a working language property file before you edit it, in case you decide to revert back to the previous version. You can also download a language property file to your PC, modify it using a text editor such as WordPad, and then upload the language property file to Cisco Unified MeetingPlace Express.

**Procedure**

**Step 1** Log in to Cisco Unified MeetingPlace Express.

**Step 2** At the top of the page, click **Administration**.

**Step 3** On the left side of the page:

- Click **System Configuration**.
- Click **E-Mail Service Administration**.
- Click **E-Mail Notification Template Configuration**.
- Click **Download a Language Property File**.

**Step 4** Choose the language property file to download.

**Step 5** Click **Download**.

**Step 6** To open and view the language property file, follow these steps:

- Click **Open**.
- If you are prompted with an Open With dialog box, then choose a text editor, such as WordPad.

**Step 7** To save the language property file, follow these steps:

- Click **Save**.
- In the Save As dialog box, use the **Save in** drop-down list to navigate to the directory where you want to save the exported file. Click **Save**.
- If the Download Complete dialog box appears, click **Close**.

**Related Topics**

- Information About E-Mail Notification Templates and Language Property Files, page 14-2
- Uploading the Language Property File, page 14-11
- About This Page: Download a Language Property File, page C-48
Uploading the Language Property File

This topic describes how to upload a language property file from a PC to Cisco Unified MeetingPlace Express.

Performing this task is useful if you modify the language property file and decide to revert to a previously downloaded language property file. You can also upload a language property file that you modified on your PC.

Before You Begin

Uploaded language property files must have the exact same case-sensitive filename as an existing language property file on the system. For example, the U.S. English language property file name is Templates_en_US.properties.

To see the valid filename of a language property file, complete Step 1 through Step 5 in the “Downloading a Language Property File” section on page 14-10. Then click Save. The filename appears in the Save As window.

Procedure

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Log in to Cisco Unified MeetingPlace Express.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2</td>
<td>At the top of the page, click Administration.</td>
</tr>
<tr>
<td>Step 3</td>
<td>On the left side of the page:</td>
</tr>
<tr>
<td></td>
<td>a. Click System Configuration.</td>
</tr>
<tr>
<td></td>
<td>b. Click E-Mail Service Administration.</td>
</tr>
<tr>
<td></td>
<td>c. Click E-Mail Notification Template Configuration.</td>
</tr>
<tr>
<td></td>
<td>d. Click Upload a Language Property File.</td>
</tr>
<tr>
<td>Step 4</td>
<td>In the Language Name field, select the language.</td>
</tr>
<tr>
<td>Step 5</td>
<td>In the Choose language file to upload field, click Browse and select the correct file.</td>
</tr>
<tr>
<td>Step 6</td>
<td>Click Upload.</td>
</tr>
</tbody>
</table>

Related Topics

- Information About E-Mail Notification Templates and Language Property Files, page 14-2
- Downloading a Language Property File, page 14-10
- About This Page: Upload a Language Property File, page C-143
Editing a Language Property File

This topic describes how to modify the a language property file, which defines the language translations of tags used in the e-mail notification templates.

Before You Begin

- Read the “Information About E-Mail Notification Templates and Language Property Files” section on page 14-2.
- Changes to the language property files affect all e-mail sent from the server. You cannot customize language property files or e-mail notification templates for a single user.
- If you plan to modify a language property file through the Cisco Unified MeetingPlace Express Administration Center, then we recommend that you first save a copy of the existing language property file, in case you want to return to the previous version. See the “Downloading a Language Property File” section on page 14-10.

Procedure

Step 1 Log in to Cisco Unified MeetingPlace Express.
Step 2 At the top of the page, click Administration.
Step 3 On the left side of the page:
  a. Click System Configuration.
  b. Click E-Mail Service Administration.
  c. Click E-Mail Notification Template Configuration.
  d. Click Edit Language Property File.
Step 4 In the Language: field, choose the language property file to edit.
Step 5 Modify the language property file.
Step 6 To save your template changes, click Save.

Tips

- Tags are case-sensitive.
- To return values to the previously saved settings, click Reset.
- To exit the page without saving changes, click Cancel.
- Because the same tags are used in multiple templates, you should preview all templates after modifying a language property file. See the “Editing Templates for E-Mail Notifications” section on page 14-8.
- For an example, see the “Example of Modifying an E-Mail Notification Template and a Language Property File” section on page 14-13.

Related Topics

- Information About E-Mail Notification Templates and Language Property Files, page 14-2
- Downloading a Language Property File, page 14-10
- Editing Templates for E-Mail Notifications, page 14-8
Example of Modifying an E-Mail Notification Template and a Language Property File

This example shows how to do the following:

- Add a new tag, called $custom_greeting, to an e-mail notification template.
- Define the tag in a language property file.

Note

If you enable multiple languages on your system, then you must define new tags in all language property files.

The following sample shows the placement of the new tag at the beginning of an e-mail notification template:

```
$custom_greeting
$notify_meeting_subject $notify_meeting_name
$notify_date_time $notify_when
$notify_dur $notify_duration
$notify_frequency $notify_recur_pattern
```

The following sample shows the definition of the new tag in the U.S. English language property file:

```
##############################################
##   English (USA) language property file   ##
##############################################
## ALL TEMPLATES
notify_title=Cisco Unified MeetingPlace Express meeting notification
$custom_greeting=Good day. You have been invited to the following meeting:
notify_details=The meeting details are:
notify_mtg_id=Meeting ID:
notify_meeting_id=$cisco_MTGID
notify_id=ID: $cisco_MTGID
```

Related Topics

- Editing Templates for E-Mail Notifications, page 14-8
- Editing a Language Property File, page 14-12
- Information About E-Mail Notification Templates and Language Property Files, page 14-2
Example of Modifying an E-Mail Notification Template and a Language Property File
Maintaining the Cisco Unified MeetingPlace Express System

Revised: October 18, 2006, OL-11374-01

Topics in this section include:

- Information About SNMP, page 15-1
- Information About Backing Up and Restoring Data, page 15-8
- Sending E-Mail Blasts, page 15-13
- About File Cleanup, page 15-13

The content in this chapter applies only to the Cisco Unified MeetingPlace Express system and not to the Cisco Unified MeetingPlace Express VT system.

Information About SNMP

You can use SNMP to monitor the Cisco Unified MeetingPlace Express application the same way you manage other devices on the network.

---

**Note**

SNMP monitoring of the hardware server is not supported.

By using an SNMP management tool and configuring it appropriately, you can obtain network status information and gain access to the Cisco Unified MeetingPlace Express system.

---

**Note**

There are two versions of SNMP: version 1 is the older version and version 2 is the newer version. Cisco Unified MeetingPlace Express works with both versions.

The Cisco Unified MeetingPlace Express SNMP feature requires the non-standard Management Information Bases (MIBs) that are listed in the “Requirements for SNMP” section on page 15-2. Once the non-standard MIBs are in place, the SNMP feature supports all standard MIB II queries and a set of Cisco Unified MeetingPlace Express MIB traps. The MIB II queries include information such as the Cisco Unified MeetingPlace Express server name, location, and contact name, plus various statistics regarding the network interface.

The Cisco Unified MeetingPlace Express system uses traps to report certain events. Table 15-1 describes the conditions that generate Cisco Unified MeetingPlace Express traps.
Information About SNMP

Each major and minor software notification includes an integer alarm code that indicates which software module and server reported the alarm.

Topics in this section include:
- Requirements for SNMP, page 15-2
- Displaying SNMP Community Strings, page 15-2
- Adding an SNMP Community String, page 15-3
- Editing an SNMP Community String, page 15-4
- Deleting an SNMP Community String, page 15-5
- Displaying SNMP Notification Destinations, page 15-5
- Adding an SNMP Notification Destination, page 15-6
- Editing an SNMP Notification Destination, page 15-7
- Deleting an SNMP Notification Destination, page 15-8

Requirements for SNMP

To support SNMP, you must import these non-standard MIBs into your network management server or SNMP monitoring package:

- CISCO-CDP-MIB.my: Cisco Discovery Protocol
- CISCO-SMI.my: Cisco Enterprise Structure of Management Information
- CISCO-TC.my: Cisco MIB Textual Conventions
- CISCO-VTP-MIB.my: Cisco Voice Technology Protocol MIB
- CISCO-LATITUDE-MIB.my: Cisco Latitude MIB

You can download these MIB files from ftp://ftp-sj.cisco.com/pub/mibs/v2/.

Displaying SNMP Community Strings

A community string is the clear-text password you use to access the SNMP MIBs. Access privileges for the community string provide security by restricting the ability to alter the Cisco Unified MeetingPlace Express system.
Follow these steps to display all SNMP community strings, including the default community string for Cisco Unified MeetingPlace Express, which is called meetingplace-public.

Procedure

**Step 1** Log in to Cisco Unified MeetingPlace Express.

**Step 2** Click **Administration** at the top of the page.

**Step 3** On the left side of the page:

- Click **Maintenance**.
- Click **SNMP**.
- Click **Community Strings**.

Related Topics

- **About This Page: SNMP Community Strings**, page C-134
- **Adding an SNMP Community String**, page 15-3
- **Editing an SNMP Community String**, page 15-4
- **Deleting an SNMP Community String**, page 15-5
- **Information About SNMP**, page 15-1

### Adding an SNMP Community String

Follow these steps to add an SNMP community string to the Cisco Unified MeetingPlace Express database.

Procedure

**Step 1** Log in to Cisco Unified MeetingPlace Express.

**Step 2** Click **Administration** at the top of the page.

**Step 3** On the left side of the page:

- Click **Maintenance**.
- Click **SNMP**.
- Click **Community Strings**.

**Step 4** On the SNMP Community Strings page, click **Add New**.

**Step 5** On the Add SNMP Community String page, enter the name of the new community string in the Community String field.

**Step 6** Choose one of the following:

- **Accept SNMP packets from any host**
- **Accept SNMP packets only from these hosts**

**Step 7** If you choose **Accept SNMP packets only from these hosts**, enter the IP addresses from which you will accept packets in the Host IP address field and click **Insert**.
Step 8 Choose the level of access privileges for this community string from the drop-down list.

Step 9 Click Add New.

Step 10 Verify that the new community string appears in the SNMP Community Strings page.

Related Topics
- About This Page: SNMP Community Strings, page C-134
- About This Page: Edit SNMP Community String, page C-55
- Displaying SNMP Community Strings, page 15-2
- Editing an SNMP Community String, page 15-4
- Deleting an SNMP Community String, page 15-5
- Information About SNMP, page 15-1

Editing an SNMP Community String

Follow these steps to edit an existing SNMP community string.

Procedure

Step 1 Log in to Cisco Unified MeetingPlace Express.

Step 2 Click Administration at the top of the page.

Step 3 On the left side of the page:
   a. Click Maintenance.
   b. Click SNMP.
   c. Click Community Strings.

Cisco Unified MeetingPlace Express displays all SNMP community strings on the SNMP Community Strings page.

Step 4 To edit a community string, click its underlined name.

Step 5 Change any of the values in the fields, which are described in the “Fields on the Edit SNMP Community String Page” section on page C-55.

Step 6 Click Save.

Related Topics
- About This Page: SNMP Community Strings, page C-134
- About This Page: Edit SNMP Community String, page C-55
- Displaying SNMP Community Strings, page 15-2
- Adding an SNMP Community String, page 15-3
- Deleting an SNMP Community String, page 15-5
- Information About SNMP, page 15-1
Deleting an SNMP Community String

Follow these steps to delete an existing SNMP community string.

**Note**

You cannot delete the default community string for Cisco Unified MeetingPlace Express, which is called meetingplace-public.

**Procedure**

**Step 1**
Log in to Cisco Unified MeetingPlace Express.

**Step 2**
Click **Administration** at the top of the page.

**Step 3**
On the left side of the page:
- Click **Maintenance**.
- Click **SNMP**.
- Click **Community Strings**.

Cisco Unified MeetingPlace Express displays all SNMP community strings on the SNMP Community Strings page.

**Step 4**
Do one of the following:
- Check the check box in the same row as the community string that you want to delete. You can select multiple community strings.
- To delete every community string, click the check box at the top of the column, next to the Community string name header. All check boxes that are not grayed out are checked.

**Step 5**
Click **Delete Selected**.

**Step 6**
When the confirmation pop-up window appears, click **OK**.

**Step 7**
Verify that any community strings that you deleted do not appear on the SNMP Community Strings page.

**Related Topics**
- About This Page: SNMP Community Strings, page C-134
- Displaying SNMP Community Strings, page 15-2
- Adding an SNMP Community String, page 15-3
- Editing an SNMP Community String, page 15-4
- Information About SNMP, page 15-1

Displaying SNMP Notification Destinations

The system sends a message to the IP address specified in the notification destination whenever a trap or inform condition occurs. A trap reports certain events while an inform condition allows one network management application to send trap information to another.

Follow these steps to display all SNMP notification destinations.
**Information About SNMP**

**Procedure**

**Step 1** Log in to Cisco Unified MeetingPlace Express.

**Step 2** Click **Administration** at the top of the page.

**Step 3** On the left side of the page:
   a. Click **Maintenance**.
   b. Click **SNMP**.
   c. Click **Notification Destinations**.

Cisco Unified MeetingPlace Express displays all SNMP notification destinations on the SNMP Notification Destinations page.

---

**Related Topics**

- **About This Page: SNMP Notification Destinations**, page C-136
- **Adding an SNMP Notification Destination**, page 15-6
- **Editing an SNMP Notification Destination**, page 15-7
- **Deleting an SNMP Notification Destination**, page 15-8
- **Information About SNMP**, page 15-1

---

**Adding an SNMP Notification Destination**

Follow these steps to add an SNMP notification destination to the Cisco Unified MeetingPlace Express database.

**Procedure**

**Step 1** Log in to Cisco Unified MeetingPlace Express.

**Step 2** Click **Administration** at the top of the page.

**Step 3** On the left side of the page:
   a. Click **Maintenance**.
   b. Click **SNMP**.
   c. Click **Notification Destinations**.

**Step 4** On the SNMP Notification Destinations page, click **Add New**.

**Step 5** Enter or change the values in the fields on the Add SNMP Notification Destination page.

**Step 6** Click **Add New**.

**Step 7** Verify that the new notification destination appears on the SNMP Notification Destination page.
Related Topics
- Fields on the Add SNMP Notification Destination Page, page C-8
- Displaying SNMP Notification Destinations, page 15-5
- Editing an SNMP Notification Destination, page 15-7
- Deleting an SNMP Notification Destination, page 15-8
- Information About SNMP, page 15-1

Editing an SNMP Notification Destination

Follow these steps to edit an existing SNMP notification destination:

**Procedure**

**Step 1** Log in to Cisco Unified MeetingPlace Express.

**Step 2** Click **Administration** at the top of the page.

**Step 3** On the left side of the page:
   a. Click **Maintenance**.
   b. Click **SNMP**.
   c. Click **Notification Destinations**.

**Step 4** On the SNMP Notification Destinations page, click the underlined IP address of the notification destination that you want to edit.

**Step 5** Enter or change the values in the fields on the Edit SNMP Notification Destination page.

**Step 6** Click **Save**.

**Step 7** Verify that the notification destination contains the updated information on the SNMP Notification Destinations page.

Related Topics
- Fields on the Edit SNMP Notification Destination Page, page C-57
- Displaying SNMP Notification Destinations, page 15-5
- Adding an SNMP Notification Destination, page 15-6
- Deleting an SNMP Notification Destination, page 15-8
- Information About SNMP, page 15-1
Deleting an SNMP Notification Destination

Follow these steps to delete an SNMP notification destination.

Procedure

Step 1  Log in to Cisco Unified MeetingPlace Express.
Step 2  Click Administration at the top of the page.
Step 3  On the left side of the page:
   a.  Click Maintenance.
   b.  Click SNMP.
   c.  Click Notification Destinations.
Step 4  On the SNMP Notification Destinations page, do one of the following:
   •  To delete one notification destination, check the check box in the same row as the notification destination. You may select multiple notification destinations.
   •  To delete every notification destination, check the check box at the top of the column, next to the Destination IP address header. All check boxes are checked.
Step 5  Click Delete Selected.
Step 6  When the confirmation pop-up window appears, click OK.
Step 7  Verify that any notification destinations that you deleted do not appear on the SNMP Notification Destinations page.

Related Topics
•  About This Page: SNMP Notification Destinations, page C-136
•  Displaying SNMP Notification Destinations, page 15-5
•  Adding an SNMP Notification Destination, page 15-6
•  Editing an SNMP Notification Destination, page 15-7
•  Information About SNMP, page 15-1

Information About Backing Up and Restoring Data

The Cisco Unified MeetingPlace Express backup and restore functions ensure that the system can recover with minimal data loss in case of a database or system failure or corruption. Topics in this section include:
•  About Backing Up the Database, page 15-9
•  About Cleaning Up the Database Backup Files, page 15-10
•  About Archiving the Database Backup Files and Other External Files, page 15-10
•  About Restoring the Data, page 15-12
•  Configuring Backups, page 15-12
About Backing Up the Database

There are three types of database backups:

- **L0 (Level 0) backup.** This is the most common database backup. This is a complete backup of the
database, both physical and logical, and it is sufficient to restore data from it.

- **L1 (Level 1) backup.** The L1 backup is an incremental backup. It contains a backup of all the data
that has been changed since the last L0 backup. It takes much less disk space than an L0 backup;
however, it cannot be used for a full restore. If the system fails, you must use both the L0 and L1
backup files to restore data.

- **L2 (Level 2) backup.** The L2 backup is incremental to the L1 backup, so it needs both the L0 and
the L1 backups to restore data.

Cisco Unified MeetingPlace Express uses a combination of L0, L1, and L2 backups and uses an
Informix command called `ontape` for the backup mechanism.

The database backup file is physically located on the system disk, which is the same physical device on
which the rest of the Cisco Unified MeetingPlace Express system exists. The system disk can contain up
to three automatically-created L0 backups: the current L0, plus the previous one or two L0 backups. The
L1 and L2 backups are also kept there. All the older backups are removed from the system disk during
the cleanup process.

**Caution**

Use caution if you manually modify the backup files on the local disk or in the archive location. For
successful data restoration, the three levels of backup files must be present in the correct order. For
example, if the correct L0 and L2 backup files are present while the appropriate L1 backup file is
missing, then the data cannot be restored.

You can enable or disable an automatic backup. If the automatic backup is enabled, an L0 backup
happens twice a week, every Monday and Thursday at 11:00PM, local server time. The L1 backup is run
each day at 1:00AM, local server time, while the L2 backups are done daily at 4:00AM, 8:00AM,
12:00PM, 4:00PM, and 8:00PM, local server time. The schedule is stored in the crontab file.

**Note**

Advanced system administrators can change the frequency of the automatic backups by editing the
crontab file. Be careful when modifying the cron schedule, which determines the order of the backups.

If automatic backup is disabled, then make sure that you run only one backup at a time. For information
about manual backups, see the *Troubleshooting Guide for Cisco Unified MeetingPlace Express.*

The automatic backup process also incorporates archiving (if enabled) and cleanup. This ensures that if
there is a database corruption or disk failure, in the worst case, less than four hours of data is lost.

**Related Topics**

- Information About Backing Up and Restoring Data, page 15-8
- Configuring Backups, page 15-12
- About This Page: Configure Backup, page C-34
About Cleaning Up the Database Backup Files

The cleanup process occurs before every scheduled backup in the crontab file. During the cleanup process, the following files are deleted:

- Backup files older than seven days.
- Unusable files, such as L1 and L2 backup files that are older than the oldest remaining L0 backup file.

**Note**

If you disable automatic backups, the cleanup process continues to run as scheduled in the crontab file. Therefore, if you want to keep backup files that are older than seven days, then you must archive them.

**Related Topics**

- Information About Backing Up and Restoring Data, page 15-8
- About Archiving the Database Backup Files and Other External Files, page 15-10
- Configuring Backups, page 15-12
- About This Page: Configure Backup, page C-34

About Archiving the Database Backup Files and Other External Files

Archiving is the process of storing database backup files and other critical files to a remote system over the network. Archiving makes a remote copy of all the backup files and the required external files, such as voice recordings. If a newly archived file has the same name as an existing archived file, the new file overwrites the old file.

**Note**

Backup files and archives do not include backup configuration settings, SNMP configuration settings, SMTP configuration settings, and the custom logo or graphic.

Maintaining the archive and maintaining the remote system used for storing the archive is the responsibility of the system administrator.

Automatic archiving can be enabled or disabled. When enabled, it is initiated by and happens after the automatic database backup.

**Related Topics**

- Requirements for the SSH/rsync Archiving Method, page 15-11
- Restrictions for the FTP Archiving Method, page 15-11
- Requirements for the FTP Archiving Method, page 15-11
- About Archiving Recordings, page 15-11
- Information About Backing Up and Restoring Data, page 15-8
- Configuring Backups, page 15-12
- About This Page: Configure Backup, page C-34
Requirements for the SSH/rsync Archiving Method

The remote server to which you archive files must support rsync and SSH connections. For example:

- To archive to a UNIX or Linux server, SSH service and rsync must be enabled on that server. Both SSH service and rsync are included in most UNIX and Linux distributions.
- To archive to a Windows-based server, both an SSH server and an rsync utility must be installed on that server.

Related Topics
- About Archiving the Database Backup Files and Other External Files, page 15-10

Restrictions for the FTP Archiving Method

- The FTP archiving method does not use a secure connection to transfer files to the remote server. We recommend that you use the secure SSH/rsync archiving method instead of the FTP archiving method, if possible.
- The FTP archiving method enables the Cisco Unified MeetingPlace Express server to transfer backup files and other critical files to the remote server; FTP clients cannot transfer files to the Cisco Unified MeetingPlace Express server.

Related Topics
- About Archiving the Database Backup Files and Other External Files, page 15-10
- Requirements for the FTP Archiving Method, page 15-11

Requirements for the FTP Archiving Method

Make sure that the remote host login credentials provide the permissions required to create new directories within in the directory specified in the Pathname location of archive field.

For example, if you enter “pub” in the Pathname location of archive field, then the following directories are automatically created when the archiving script runs:

- pub/compressed_backup
- pub/licenses
- pub/custom

Related Topics
- About Archiving the Database Backup Files and Other External Files, page 15-10
- Restrictions for the FTP Archiving Method, page 15-11

About Archiving Recordings

As external files, meeting recordings and voice recordings of user names are not included in the L0, L1, or L2 backup files. Nevertheless, meeting recordings are archived and can be restored on your system. End users may also download meeting recordings, rename them, and save them on their PCs. For instructions on downloading meeting recordings, see the User Guide for Cisco Unified MeetingPlace Express.
Related Topics
- About Restoring the Data, page 15-12
- About Archiving the Database Backup Files and Other External Files, page 15-10
- Information About Backing Up and Restoring Data, page 15-8

About Restoring the Data

Restoring the data recreates database server data from backed-up storage spaces and logical log files.
You may need to restore your data if you need to replace a failed disk that contains database server data,
if there is a logic error in a program that has corrupted the database, if you need to move your database
server data to a new computer, or if a user accidentally corrupts or destroys data.
To restore data up to the time of the failure, you must have at least one L0 backup. The restore is done
using the Informix command called ontape. Cisco Unified MeetingPlace Express provides a script called
restore.sh that guides you through the restore process. The script is in the
$MP_DATABASE/db-maintenance directory.

Related Topics
- Information About Backing Up and Restoring Data, page 15-8
- Configuring Backups, page 15-12
- About This Page: Configure Backup, page C-34

Configuring Backups

This section describes how to configure the parameters for the automatic backups that the system
performs. For information about manually backing up, archiving, or restoring data, see the
Troubleshooting Guide for Cisco Unified MeetingPlace Express.

Before You Begin
If you plan to enable archiving, read these sections:
- Requirements for the SSH/rsync Archiving Method, page 15-11
- Restrictions for the FTP Archiving Method, page 15-11
- Requirements for the FTP Archiving Method, page 15-11

Procedure

Step 1 Log in to Cisco Unified MeetingPlace Express.
Step 2 Click Administration at the top of the page.
Step 3 On the left side of the page:
   a. Click Maintenance.
   b. Click Configure Backup.
Step 4 Configure the fields on the Configure Backup page.
### Sending E-Mail Blasts

This topic describes how to send an e-mail blast, which is an e-mail message that is sent to either a pre-defined user group or to all end users.

**Procedure**

1. **Step 1** Log in to Cisco Unified MeetingPlace Express.
2. **Step 2** Click *Administration* at the top of the page.
3. **Step 3** On the left side of the page:
   a. Click *Maintenance*.
   b. Click *E-Mail Blast*.
4. **Step 4** Enter or change the values in the fields on the E-Mail Blast page.
5. **Step 5** Click *Send*.

**Related Topics**
- Fields on the E-Mail Blast Page, page C-60
- Information About E-Mail Notification Templates and Language Property Files, page 14-2

### About File Cleanup

Use the File Cleanup feature to delete directories that contain voice files, such as meeting recordings and recorded user names, for end users who have been removed from your Cisco Unified MeetingPlace Express database.

**Note** Because of the large amount of voice storage available in the Cisco Unified MeetingPlace Express system, this feature is rarely used. Perform a file cleanup only if your system runs low on voice storage; for example, if you have problems recording meetings or user names or if the prompt reports that voice storage is full.
Related Topics
- Cleaning Up Voice Files, page 15-14

Cleaning Up Voice Files

Follow this procedure to clean up unused voice files in your Cisco Unified MeetingPlace Express database.

Procedure

Step 1 Log in to Cisco Unified MeetingPlace Express.
Step 2 Click Administration at the top of the page.
Step 3 On the left side of the page:
  a. Click Maintenance.
  b. Click File Cleanup.
Step 4 On the File Cleanup page, click Execute to start the file cleanup process.

Related Topics
- About This Page: File Cleanup, page C-68
- About File Cleanup, page 15-13
Troubleshooting Cisco Unified MeetingPlace Express

Revised: October 18, 2006, OL-11374-01

This chapter contains information that may be useful if you encounter problems while using the Cisco Unified MeetingPlace Express Administration Center.

Additional information is available:
- For troubleshooting end-user issues, see the User Guide for Cisco Unified MeetingPlace Express.
- For troubleshooting the installation, using the CLI or console, or for general system troubleshooting information, see the Troubleshooting Guide for Cisco Unified MeetingPlace Express.

Topics in this section include:
- Troubleshooting User Access Issues, page 16-1
- Information About System Logs, page 16-3
- Information About Alarms, page 16-6
- Information About System Status, page 16-7
- About Password Recovery Options for the Admin Profile, page 16-8

The content in this chapter applies in the following cases:
- You have a Cisco Unified MeetingPlace Express system.
- You have a Cisco Unified MeetingPlace Express VT system.

Troubleshooting User Access Issues

This section describes how to troubleshoot common end-user problems when trying to access the system. For more information about troubleshooting end-user issues, see the User Guide for Cisco Unified MeetingPlace Express.

Topics in this section include:
- User Cannot Get in to System, page 16-2
- User Cannot Join a Meeting, page 16-2
- User Cannot Receive “Find Me” Calls on a Non-Direct Dial Pager, page 16-3
- The System Does Not Answer, page 16-3
User Cannot Get in to System

If an end user cannot log in to the Cisco Unified MeetingPlace Express system, check the following:

- Is the User active field on the Edit User Profiles Details page set to No or Locked? It should be set to Group Default (Yes) or Yes for active users.
- Has the user password expired? Passwords expire after the amount of time specified by the Change profile password (days) parameter on the Usage Configuration page.
- Does the user password need to be reset? You can reset the password by changing it in the User password and User password (confirm) fields on the Edit User Profiles Details page.
- Does the end user exist in the database? If not, you need to add the end user.
- Did the end user enter the username and password correctly? The password is case-sensitive.

Related Topics
- Modifying User Profiles, page 8-31
- Configuring User Password Requirements, page 11-2
- About the Methods of Adding User Profiles, page 8-4

User Cannot Join a Meeting

If an end user can get into the Cisco Unified MeetingPlace Express system but cannot join a meeting, check the following:

- Are there enough available ports for the meeting? As the system administrator, try to join a meeting. If you can join, then there are enough ports.
- Check that there are enough voice conferencing and web conferencing licenses. If other users are using all the licenses, then this end user may have to wait for a license to become free.
- Ensure that the end user entered a valid meeting ID.
- Ensure that the meeting is actually at this time.
- Check the Meeting Details page to see if a meeting password is required. If a password is required, ensure that the end user has the correct password.
- Check the Meeting Details page to see if this meeting is only for users with Cisco Unified MeetingPlace Express profiles. Ensure that this if this meeting is for profiled users only, then this end user has a profile.

Related Topics
- Information About Ports for Scheduled and Reservationless Meetings, page 5-7
- Configuring Requirements for Meeting Passwords, page 11-4
- About This Page: Licenses Summary, page C-86
- About This Page: Meeting Configuration, page C-97
User Cannot Receive “Find Me” Calls on a Non-Direct Dial Pager

If an end user is not receiving “find me” calls on a non-direct dial pager, it may be because the pager phone number or the PIN is set incorrectly.

Non-direct dial pagers are pagers that do not have individual phone numbers. Instead, there is a common phone number for all pagers and each end user has a PIN. For the system to call non-direct dial pagers, the system must first dial the common pager phone number and then enter the PIN for the specific end user. The common pager phone number is set in the group profile on the Edit User Groups Details page, but the PIN is set in user profile in the Pager # field on the Edit User Profiles Details page.

Problems can occur if a system administrator moves an end user from one group to another. The common pager phone number in the new group may not be the correct pager phone number for this user. Check that the common pager phone number is set correctly in the group profile and that the end user’s PIN is set correctly in the user profile.

Related Topics
- About This Page: Edit User Groups Details, page C-58
- About This Page: Edit User Profiles Details, page C-59
- About the Find Me Feature, page 8-13

The System Does Not Answer

If an end user hears a busy signal when trying to call into a meeting, then there are not enough available ports and the end user should try to join the meeting later.

Related Topics
- Information About Ports for Scheduled and Reservationless Meetings, page 5-7
- About This Page: Licenses Summary, page C-86

Information About System Logs

The Cisco Unified MeetingPlace Express system provides logs for you to review. These logs are useful in diagnosing problems within the system. They are similar to the event log on a PC.

Topics in this section include:
- Viewing the System Log, page 16-3
- Viewing System Backup Logs, page 16-4
- Viewing the System Information Capture Log, page 16-5

Viewing the System Log

This topic describes how to display the system log, which captures and buffers high-level details about system software activities. You can choose the severity level that you want to see. The output lists the date and time of the exception, the exception code, the file in which the exception occurs, and a text description of the exception.
Information About System Logs

Procedure

Step 1 Log in to Cisco Unified MeetingPlace Express.
Step 2 Click Administration at the top of the page.
Step 3 On the left side of the page:
   a. Click Services.
   b. Click Logs.
   c. Click View System Logs.
Step 4 Configure the fields on the View System Logs page.
Step 5 Click View Logs.
Step 6 At the confirmation message, click OK.

Note For help interpreting the output of the System Logs page, see the “Fields on the System Logs Page” section on page C-139.
Step 7 To export the data, click Export to File.

Related Topics
- Fields on the View System Logs Page, page C-158
- Information About System Logs, page 16-3
- Exporting Information to a File, page 10-4

Viewing System Backup Logs

This topic describes how to display log information about system backups.

Procedure

Step 1 Log in to Cisco Unified MeetingPlace Express.
Step 2 Click Administration at the top of the page.
Step 3 On the left side of the page:
   a. Click Services.
   b. Click Logs.
   c. Click Backup Logs.

The View Backup Logs page displays the last 20KB of the Informix backup log file. This logs lists all the processes that occurred during the most recent backups.
You can also get to the View Backup Logs page by clicking **Save and Run Backup** on the Configure Backup page, which is under the Maintenance section.

**Step 4**

To refresh the information, click **Refresh**. To export the data, click **Export to File**.

---

**Related Topics**

- About This Page: View Backup Logs, page C-155
- Viewing the System Log, page 16-3
- Viewing the System Information Capture Log, page 16-5
- Information About System Logs, page 16-3
- Exporting Information to a File, page 10-4

---

### Viewing the System Information Capture Log

The System Information Capture log provides details about the configuration and failure of the Cisco Unified MeetingPlace Express system during a particular time period. In general, every bug report should include the System Information Capture log.

Running this log generates a very large zip file that you can send to Cisco TAC, who can help you troubleshoot problems. After you download the zip file, be sure to delete it from its temporary location (usually in the /tmp directory) to save space on your system.

**Note**

To display the current status of the Cisco Unified MeetingPlace Express system, instead of over a period of time, see the “Viewing System Status” section on page 16-7.

---

**Procedure**

1. **Step 1**
   
   Log in to Cisco Unified MeetingPlace Express.

2. **Step 2**
   
   Click **Administration** at the top of the page.

3. **Step 3**
   
   On the left side of the page:
   
   a. Click **Services**.
   
   b. Click **Logs**.
   
   c. Click **View System Information Capture**.

4. **Step 4**
   
   Enter or change the values in the fields, which are described in the “Fields on the View System Information Capture Page” section on page C-157.

5. **Step 5**
   
   Click **View Logs**.

6. **Step 6**
   
   At the confirmation message, click **OK**.

   The system displays the System Information Capture page, which explains how to obtain the results.
Information About Alarms

Alarms are caused by network connectivity failures and are usually software-related. They can also occur when there is a surge of activity on the network. Examples of conditions that can cause an alarm include not having any conferencing licenses installed or changing the LDAP configuration.

Related Topics
- Viewing, Deleting, and Exporting Alarms, page 16-6

Viewing, Deleting, and Exporting Alarms

On the Alarms page, you can view all system alarms in the alarm table. You can also delete certain alarms after they are resolved and you can export the alarms to a text file which you can later send to Cisco TAC for help with troubleshooting.

Procedure

Step 1 Log in to Cisco Unified MeetingPlace Express.
Step 2 Click Administration at the top of the page.
Step 3 On the left side of the page:
   a. Click Services.
   b. Click Alarms.
Step 4 (Optional) On the Alarms page, you can do the following:
   - To delete one or more alarms, select those you want to delete, and click Delete Selected.
   - To delete all alarms, click Delete All.
   - To export one or more alarms, select the alarms to export, and click Export to File.

Related Topics
- Information About Alarms, page 16-6
- About This Page: Alarms, page C-26
- Exporting Information to a File, page 10-4
Information About System Status

Use the system status to check the condition of the Cisco Unified MeetingPlace Express system. The system status shows the following information:

- System status details, such as mode, temperature, and power supply
- Each server name
- Each mailbox name and the number of messages that are in each mailbox
- Each module name and its status
- The CPU usage statistics

Related Topics
- Viewing System Status, page 16-7

Viewing System Status

This topic describes how to view the current status of the Cisco Unified MeetingPlace Express system.

---

**Note**
If you instead want to view the status of the Cisco Unified MeetingPlace Express system during a particular time period, see the “Viewing the System Information Capture Log” section on page 16-5.

**Procedure**

1. **Step 1** Log in to Cisco Unified MeetingPlace Express.
2. **Step 2** Click **Administration** at the top of the page.
3. **Step 3** On the left side of the page:
   a. Click **Services**.
   b. Click **System Status**.
4. **Step 4** Click **Execute**.

---

**Note**
For help interpreting the output, see the “Fields on the System Status Details Page” section on page C-141.

5. **Step 5** (Optional) On the System Status Details page, you can do the following:
   - To update the information, click **Refresh**.
   - To export the data, click **Export to File**.

---

Related Topics
- Information About System Status, page 16-7
- Exporting Information to a File, page 10-4
About Password Recovery Options for the Admin Profile

If you forget the User password for the Admin profile, then follow the procedure for recovering the system administrator password in the *Troubleshooting Guide for Cisco Unified MeetingPlace Express*.

If you forget the Profile Password for the Admin profile, then follow the procedure in the “Changing the Passwords for the Admin Profile” section on page 1-2 to change the Profile Password from the Administration Center.

**Related Topics**
- About the Admin Profile, page 8-21
Integrating Cisco Unified MeetingPlace Express
With Cisco Unified Personal Communicator

Revised: October 18, 2006, OL-11374-01

When Cisco Unified MeetingPlace Express is integrated with Cisco Unified Personal Communicator, users who are in a Cisco Unified Personal Communicator conversation can quickly share data through a private, reservationless, and web-only meeting that is provided by Cisco Unified MeetingPlace Express.

Topics in this section include:

- Information About Web Meetings That Are Initiated From Cisco Unified Personal Communicator, page A-1
- How to Integrate With Cisco Unified Personal Communicator, page A-4
- Additional References for Integrating With Cisco Unified Personal Communicator, page A-5

The content in this appendix applies in the following cases:

- You have a Cisco Unified MeetingPlace Express system.
- You have a Cisco Unified MeetingPlace Express VT system.

Information About Web Meetings That Are Initiated From
Cisco Unified Personal Communicator

This section describes the web-only meetings that Cisco Unified MeetingPlace Express can provide for Cisco Unified Personal Communicator users. Topics in this section include:

- About Joining Web Meetings That Are Initiated From Cisco Unified Personal Communicator, page A-2
- About Participant Privileges in Web Meetings That Are Initiated From Cisco Unified Personal Communicator, page A-2
- About Meeting Details for Web Meetings That Are Initiated From Cisco Unified Personal Communicator, page A-3
About Joining Web Meetings That Are Initiated From Cisco Unified Personal Communicator

The following information applies to Cisco Unified MeetingPlace Express web-only meetings that are initiated from a Cisco Unified Personal Communicator conversation:

- The web meeting initiator must have an active user profile in one of the following places:
  - Cisco Unified MeetingPlace Express database
  - External directory that authenticates Cisco Unified MeetingPlace Express users
- Meeting passwords and e-mail notifications are not supported.
- The web meeting can be accessed only through the following means:
  - Automatic browser sublaunch by Cisco Unified Personal Communicator for all conversation participants; this occurs automatically when one conversation participant initiates a web meeting.
  - (For users who are not using Cisco Unified Personal Communicator) URL provided to, and subsequently distributed by, the conversation participant who initiates the web meeting.

These web meetings cannot be accessed by any other means, such as through the Find or Attend user web pages or through a Cisco Unified IP Phone screen when subscribed to the Cisco Unified MeetingPlace Express service for the Cisco Unified IP Phone.

Related Topics

- Information About User Profiles, page 8-3
- About User Authentication By an External Directory, page 7-13
- Information About Web Meetings That Are Initiated From Cisco Unified Personal Communicator, page A-1
- How to Integrate With Cisco Unified Personal Communicator, page A-4
- Additional References for Integrating With Cisco Unified Personal Communicator, page A-5

About Participant Privileges in Web Meetings That Are Initiated From Cisco Unified Personal Communicator

The following information applies to Cisco Unified MeetingPlace Express web-only meetings that are initiated from a Cisco Unified Personal Communicator conversation:

- All participants are treated as guest users with presenter privileges in the web meeting room. Therefore, all participants can share data, and only the meeting initiator must have a Cisco Unified MeetingPlace Express user profile.
- Only one pod, the share pod, is available in the web meeting room. The participant list, chat, and note pods that appear in other types of Cisco Unified MeetingPlace Express web meeting rooms are not available.
- Except for the ability to share data, meeting participants do not have in-session controls, such as the ability to lock, record, or end the meeting from within the web meeting room.
• User profile settings do not affect the behavior of these web meetings. For example:
  – Even if the Password required field in the user profile is set to Yes, no passwords are required to attend web meetings that are initiated from Cisco Unified Personal Communicator.
  – Even though Cisco Unified MeetingPlace Express treats the meetings that are initiated from Cisco Unified Personal Communicator as private reservationless web meetings, the Use reservationless field may be set to No in the meeting initiator’s Cisco Unified MeetingPlace Express user profile.
  – Even if the user profile Host web meetings with field is set to Participant list only, the user may still share data in web meetings that are initiated from Cisco Unified Personal Communicator.

Related Topics
• Information About Web Meetings That Are Initiated From Cisco Unified Personal Communicator, page A-1
• How to Integrate With Cisco Unified Personal Communicator, page A-4
• Additional References for Integrating With Cisco Unified Personal Communicator, page A-5

About Meeting Details for Web Meetings That Are Initiated From Cisco Unified Personal Communicator

The following information applies to Cisco Unified MeetingPlace Express web-only meetings that are initiated from a Cisco Unified Personal Communicator conversation:

• The meeting subject that appears in reports is userid_WEBONLY_MEETING, where userid is the meeting initiator’s User ID in the Cisco Unified MeetingPlace Express user profile.

• When the systemsoftware license is installed, the number of web ports reserved for the meeting is one more than the number of participants in the Cisco Unified Personal Communicator conversation.

• When the adhocsystemsoftware license is installed, one ad hoc web port becomes utilized by each user that joins a web meeting. Ad hoc web ports are not reserved.

Related Topics
• Information About Web Meetings That Are Initiated From Cisco Unified Personal Communicator, page A-1
• How to Integrate With Cisco Unified Personal Communicator, page A-4
• About Licenses, page 3-2
• Additional References for Integrating With Cisco Unified Personal Communicator, page A-5
How to Integrate With Cisco Unified Personal Communicator

This section describes the tasks that you need to complete in the Cisco Unified MeetingPlace Express Administration Center to enable web meetings to be initiated from Cisco Unified Personal Communicator.

Procedure

<table>
<thead>
<tr>
<th>High-Level Task</th>
<th>Where to Find Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Install the appropriate licenses on Cisco Unified MeetingPlace Express:</td>
</tr>
<tr>
<td></td>
<td>• If you install the adhocsystemsoftware license, then also install webconf and maxadhoc licenses that provide enough web ports for your Cisco Unified Personal Communicator users.</td>
</tr>
<tr>
<td></td>
<td>• If you install the systemsoftware license, then also install webconf and maxweb licenses that provide enough web ports for both the full web meetings that are initiated from Cisco Unified MeetingPlace Express and the share-only web meetings that are initiated from Cisco Unified Personal Communicator.</td>
</tr>
<tr>
<td></td>
<td>Installing and Managing Licenses on the Cisco Unified MeetingPlace Express System, page 3-1</td>
</tr>
<tr>
<td>Step 2</td>
<td>Enable the Secure Sockets Layer (SSL) encryption technology on the Cisco Unified MeetingPlace Express system by obtaining and uploading the required certificates from a trusted certificate authority (CA).</td>
</tr>
<tr>
<td></td>
<td>Managing Certificates for Cisco Unified MeetingPlace Express, page 12-1</td>
</tr>
<tr>
<td>Step 3</td>
<td>Make sure that a Cisco Unified MeetingPlace Express user profile exists for each Cisco Unified Personal Communicator user that may initiate web meetings from a Cisco Unified Personal Communicator conversation. Typically, both Cisco Unified MeetingPlace Express and Cisco Unified Personal Communicator are integrated with Cisco Unified CallManager, which handles the user authentication.</td>
</tr>
<tr>
<td></td>
<td>About User Authentication By an External Directory, page 7-13</td>
</tr>
</tbody>
</table>

Note

For additional tasks that must be performed outside the Cisco Unified MeetingPlace Express Administration Center, see the Installation Guide for Cisco Unified Personal Communicator.

Related Topics

- About Licenses, page 3-2
- Information About Web Meetings That Are Initiated From Cisco Unified Personal Communicator, page A-1
- Additional References for Integrating With Cisco Unified Personal Communicator, page A-5
## Additional References for Integrating With Cisco Unified Personal Communicator

This section provides links to additional information about Cisco Unified Personal Communicator and integrating it with Cisco Unified MeetingPlace Express.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Software compatibility</td>
<td></td>
</tr>
<tr>
<td>Supported features</td>
<td></td>
</tr>
</tbody>
</table>
Integrating Cisco Unified MeetingPlace Express With Microsoft Outlook

Restrictions for Microsoft Outlook Integration

- Microsoft Outlook integration is applicable only for scheduled and reservationless meetings. You cannot use Microsoft Outlook for ad hoc conferencing.
- When a meeting is scheduled from Microsoft Outlook, Cisco Unified MeetingPlace Express cannot track which invitees have Cisco Unified MeetingPlace Express user profiles and therefore treats everyone as a guest user. This limitation prevents the system from automatically dialing out to users based on their attend settings.

Related Topics
- Guest Profile Fields That Apply to Guest Users, page 8-21
- Integrating Cisco Unified MeetingPlace Express With Microsoft Outlook, page B-1

Information About Microsoft Outlook Integration

When Cisco Unified MeetingPlace Express is integrated with Microsoft Outlook, end users can schedule, reschedule, and cancel meetings from the Microsoft Outlook calendar. Microsoft Outlook notifications can be sent whether the meetings were scheduled, rescheduled, or canceled from the Microsoft Outlook calendar or from the Cisco Unified MeetingPlace Express end-user web interface. When end users accept an invitation, the meeting information and a click-to-attend link become available from their Microsoft Outlook calendar.
For information about end-user features and benefits, see the User Guide for Microsoft Outlook Operating with Cisco Unified MeetingPlace Express.

Topics in this section include:
- About User Profile Preferences for Notifications, page B-2
- About Client Installation, page B-2
- Requirements for Client Installation, page B-3

About User Profile Preferences for Notifications

When Cisco Unified MeetingPlace Express is integrated with Microsoft Outlook, you can configure the E-mail type user profile field to determine which type of notification is sent to each user.

For meetings that are scheduled from the Cisco Unified MeetingPlace Express end-user web interface, notifications may be sent as either of the following:
- SMTP e-mail notification from the Cisco Unified MeetingPlace Express
- Microsoft Outlook notification from the Microsoft Exchange Server

For meetings that are scheduled from the Microsoft Outlook Calendar:
- Invitees always receive Microsoft Outlook notifications.
- Microsoft Outlook sends a single notification to all invitees in the Language specified in the meeting scheduler’s Cisco Unified MeetingPlace Express user profile.

Both SMTP e-mail and Microsoft Outlook notifications use the e-mail notification templates in Cisco Unified MeetingPlace Express.

Both SMTP e-mail and Microsoft Outlook notifications provide relevant meeting information and click-to-attend links. Microsoft Outlook notifications provide the following additional benefits:
- Microsoft Outlook notifications can immediately update each invitee’s Microsoft Outlook Calendar.
- The meeting scheduler receives Microsoft Outlook replies that indicate which attendees accepted or declined the invitation.

Related Topics
- Configuring Cisco Unified MeetingPlace Express User Profile Preferences for Notifications, page B-5
- E-Mail Notification Template Types, page 14-3

About Client Installation

As the system administrator, you configure the setup.exe file that installs the Cisco Unified MeetingPlace Express Extension for Microsoft Outlook on end-user systems.

The extension enables users to click a tab within the Microsoft Outlook Calendar to access a Cisco Unified MeetingPlace Express scheduling form. The form contains a browser control that communicates over HTTP with the Cisco Unified MeetingPlace Express server.

The extension also enables users to modify some preferences from Microsoft Outlook by clicking Tools > Options and then selecting the MeetingPlace tab.
Related Topics

- Requirements for Client Installation, page B-3
- Configuring the Client Installation File for the Cisco Unified MeetingPlace Express Extension for Microsoft Outlook, page B-6
- Installing the Cisco Unified MeetingPlace Express Extension for Microsoft Outlook Locally on the End-User PC, page B-7
- Installing the Cisco Unified MeetingPlace Express Extension for Microsoft Outlook By Using an Automated Distribution Tool, page B-8
- Uninstalling the Cisco Unified MeetingPlace Express Extension for Microsoft Outlook, page B-9

Requirements for Client Installation

- Install the Cisco Unified MeetingPlace Express Extension for Microsoft Outlook on the PCs of all Microsoft Outlook users that are connected to your Microsoft Exchange Server. If a Microsoft Outlook user does not have the extension installed when the user clicks the “MeetingPlace” tab in a received meeting notification, that user may see an error. Users who are not connected to the Microsoft Exchange Server do not see the “MeetingPlace” tab.
- If delegates will use Microsoft Outlook to schedule Cisco Unified MeetingPlace Express meetings on behalf of other users, then each delegate and each person on whose behalf meetings are scheduled must install the Cisco Unified MeetingPlace Express Extension for Microsoft Outlook.

Related Topics

- About Client Installation, page B-2
- Installing the Cisco Unified MeetingPlace Express Extension for Microsoft Outlook Locally on the End-User PC, page B-7
- Installing the Cisco Unified MeetingPlace Express Extension for Microsoft Outlook By Using an Automated Distribution Tool, page B-8

How to Integrate with Microsoft Outlook

Topics in this section include:

- Configuring the Microsoft Outlook Exchange Server, page B-4
- Configuring the Cisco Unified MeetingPlace Express Connection to the Microsoft Exchange Server, page B-4
- Configuring Cisco Unified MeetingPlace Express User Profile Preferences for Notifications, page B-5
- Configuring the Client Installation File for the Cisco Unified MeetingPlace Express Extension for Microsoft Outlook, page B-6
- Installing the Cisco Unified MeetingPlace Express Extension for Microsoft Outlook Locally on the End-User PC, page B-7
- Installing the Cisco Unified MeetingPlace Express Extension for Microsoft Outlook By Using an Automated Distribution Tool, page B-8
- Uninstalling the Cisco Unified MeetingPlace Express Extension for Microsoft Outlook, page B-9
Configuring the Microsoft Outlook Exchange Server

This section describes how to create a dedicated e-mail account on the Microsoft Exchange Server to enable communication with Cisco Unified MeetingPlace Express. For details about performing each step, see the documentation for your specific Microsoft Exchange Server.

Before You Begin
Read the “Restrictions for Microsoft Outlook Integration” section on page B-1.

Procedure

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Create a user on your Microsoft Windows domain, for example, “MeetingPlaceExpress.”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2</td>
<td>Create a mailbox for this user on the Microsoft Exchange Server.</td>
</tr>
</tbody>
</table>

Related Topics
- Information About Microsoft Outlook Integration, page B-1

What To Do Next
If you want to use Microsoft Outlook notifications for meetings that were scheduled, rescheduled, or canceled from the Cisco Unified MeetingPlace Express end-user web interface, then proceed to the “Configuring the Cisco Unified MeetingPlace Express Connection to the Microsoft Exchange Server” section on page B-4.

Otherwise, proceed to the “Configuring the Client Installation File for the Cisco Unified MeetingPlace Express Extension for Microsoft Outlook” section on page B-6.

Configuring the Cisco Unified MeetingPlace Express Connection to the Microsoft Exchange Server

This topic describes how to configure the Cisco Unified MeetingPlace Express system to connect to a Microsoft Exchange Server. This task is required to enable Microsoft Outlook to send notifications for meetings that were scheduled, rescheduled, or canceled from the Cisco Unified MeetingPlace Express end-user web interface.

Before You Begin
- Complete the task described in the “Configuring the Microsoft Outlook Exchange Server” section on page B-4.
- Install the exchange license. See the “How To Install and Manage Licenses” section on page 3-5.
- Obtain the following information about the Microsoft Exchange Server:
  - Hostname or IP address
  - Domain
  - Username and password for the Cisco Unified MeetingPlace Express–dedicated e-mail account.
Procedure

Step 1 Log in to Cisco Unified MeetingPlace Express.
Step 2 At the top of the page, click **Administration**.
Step 3 On the left side of the page:
   a. Click **System Configuration**.
   b. Click **E-Mail Service Administration**.
   c. Click **Exchange Server Configuration**.
Step 4 Configure the fields on the Exchange Server Configuration page.
Step 5 Click **Save**.

Related Topics
- Fields on the Exchange Server Configuration Page, page C-66
- Information About Microsoft Outlook Integration, page B-1

What To Do Next
If you want users to receive Microsoft Outlook Calendar notifications for meetings that are scheduled from the end-user web interface, then proceed to the “Configuring Cisco Unified MeetingPlace Express User Profile Preferences for Notifications” section on page B-5.

Otherwise, proceed to the “Configuring the Client Installation File for the Cisco Unified MeetingPlace Express Extension for Microsoft Outlook” section on page B-6.

Configuring Cisco Unified MeetingPlace Express User Profile Preferences for Notifications

This topic describes how to configure which type of notification is sent to each user or user group for meetings that are scheduled from the end-user web interface:
- SMTP—e-mail notification from the Cisco Unified MeetingPlace Express server
- Exchange—Microsoft Outlook Calendar notification from the Microsoft Exchange Server

Before You Begin
- Read the “About User Profile Preferences for Notifications” section on page B-2.
- If you plan to use Microsoft Outlook Calendar notifications, then first complete the task described in the “Configuring the Cisco Unified MeetingPlace Express Connection to the Microsoft Exchange Server” section on page B-4.

Procedure

Step 1 Log in to Cisco Unified MeetingPlace Express.
Step 2 Click **Administration** at the top of the page.
Step 3  On the left side of the page, click User Configuration.

Step 4  Take one of the following actions:
- To configure a user group, click User Group Management.
- To configure an individual user profile, click User Profile Management.

Step 5  Take one of the following actions:
- To configure an existing user group or user profile, click Edit.
- To configure a new user group or user profile, click Add New. Configure the required fields, which are marked with an asterisk.

Step 6  Configure one of the following fields:
- E-mail type, page C-11 (user group)
- E-mail type, page C-19 (user profile)

Step 7  Click Save.

Step 8  Repeat Step 3 through Step 7 for all user groups and user profiles that you want to configure.

Related Topics
- About This Page: Add User Group, page C-9
- About This Page: Add User Profile, page C-16
- Information About Microsoft Outlook Integration, page B-1

Configuring the Client Installation File for the Cisco Unified MeetingPlace Express Extension for Microsoft Outlook

This topic describes how to configure the client installation file, so that the end users do not need to perform the configuration themselves after installation.

If you do not perform this task, then an unconfigured client installation file is automatically created and is available for end users to download from the Cisco Unified MeetingPlace Express end-user web interface. Make sure that you provide your end users with the information they need to correctly configure the Cisco Unified MeetingPlace Express Extension for Microsoft Outlook. For details, see the User Guide for Microsoft Outlook Operating with Cisco Unified MeetingPlace Express.

Before You Begin
- Complete the task described in the “Configuring the Microsoft Outlook Exchange Server” section on page B-4.
- Read the “Requirements for Client Installation” section on page B-3.

Procedure

Step 1  Log in to Cisco Unified MeetingPlace Express.

Step 2  Click Administration at the top of the page.
Step 3  On the left side of the page:
  a. Click **System Configuration**.
  b. Click **Outlook Plug-In Configuration**.

Step 4  Configure the fields on the Outlook Plug-In Configuration page.

Step 5  Click **Save**.

**Related Topics**
- Fields on the Outlook Plug-In Configuration Page, page C-117
- About Client Installation, page B-2

**What to Do Next**
Proceed to one of the following sections:
- Installing the Cisco Unified MeetingPlace Express Extension for Microsoft Outlook Locally on the End-User PC, page B-7
- Installing the Cisco Unified MeetingPlace Express Extension for Microsoft Outlook By Using an Automated Distribution Tool, page B-8

**Installing the Cisco Unified MeetingPlace Express Extension for Microsoft Outlook Locally on the End-User PC**

This topic describes how to install the Cisco Unified MeetingPlace Express Extension for Microsoft Outlook locally on the end-user PC.

**Note**
If you instead want to use an automated distribution system to remotely distribute and install the client installation file, then see the “Installing the Cisco Unified MeetingPlace Express Extension for Microsoft Outlook By Using an Automated Distribution Tool” section on page B-8.

**Before You Begin**
- Read the “Requirements for Client Installation” section on page B-3.
- Configure the setup.exe installation file. See the “Configuring the Client Installation File for the Cisco Unified MeetingPlace Express Extension for Microsoft Outlook” section on page B-6.
- Make sure that the “Download Outlook Plug-In” link is available from the end-user web interface. See the “Showing or Hiding the “Download Outlook Plug-In” Link in the End-User Web Interface” section on page 13-5.

**Procedure**

Step 1  Log in to the end-user PC with administrator access.
Step 2  Point a web browser to the URL for your Cisco Unified MeetingPlace Express server.
Step 3  Click the **Download Outlook Plug-In** link, which is located at the bottom of the Attend and Schedule Meeting end-user web interface pages.
Step 4  Click **Save**.
How to Integrate with Microsoft Outlook

Step 5  After the setup.exe file is downloaded, complete these steps on the client PC:

a. Exit the Microsoft Outlook client software.

b. Run the setup.exe file.

To make the Cisco Unified MeetingPlace Express scheduling form available to any user who logs in to a specific computer (Windows 2003, Windows 2000, or Windows XP only), use the \-admin switch to install the client software.

Specifically, click Start > Run, then enter <pathname> setup.exe \-admin.

c. Click OK to install.

Step 6  After installation is complete, launch Microsoft Outlook.

Step 7  Verify that you can schedule meetings by clicking the MeetingPlace tab and filling out the scheduling form.

For details, click Help in the scheduling form or see the User Guide for Microsoft Outlook Operating with Cisco Unified MeetingPlace Express.

Related Topics
- About Client Installation, page B-2
- Uninstalling the Cisco Unified MeetingPlace Express Extension for Microsoft Outlook, page B-9

Installing the Cisco Unified MeetingPlace Express Extension for Microsoft Outlook By Using an Automated Distribution Tool

This section describes how to use an automated distribution system, such as the Microsoft Systems Management Server (SMS), to remotely distribute and install the Cisco Unified MeetingPlace Express Extension for Microsoft Outlook.

Note  If you instead want to install the client installation file locally on the client PC, then see the “Installing the Cisco Unified MeetingPlace Express Extension for Microsoft Outlook Locally on the End-User PC” section on page B-7.

You can install the Cisco Unified MeetingPlace Express Extension for Microsoft Outlook using either or both of the following switches:
- Silent—Suppresses the need for user input.
- Admin—Installs the Cisco Unified MeetingPlace Express Extension for Microsoft Outlook for access by all users of a computer.

Before You Begin
- Read the “Requirements for Client Installation” section on page B-3.
- Create the setup.exe file. See the “Configuring the Client Installation File for the Cisco Unified MeetingPlace Express Extension for Microsoft Outlook” section on page B-6.

Restrictions
Cisco Systems does not provide technical support for automated distribution tools.
How to Integrate with Microsoft Outlook

Procedure

Step 1  
(Optional) Test that the installation switches work correctly by completing these steps from a client PC:

a. Choose Start > Run and enter: <path to setup.exe>/admin /silent.
b. Verify that no user prompts appear on the end user machine.
c. Verify that the following server information exists in the registry:
   – HKCU\software\Latitude\MeetingPlace for Outlook
   – HKU\.default\software\Latitude\MeetingPlace for Outlook (admin)

Step 2  
Use an automated distribution took to distribute and install the setup.exe file on end-user PCs. Refer to the documentation for your specific automated distribution tool.

Step 3  
Instruct the end user to verify successful installation by completing these steps on the end-user PC:

a. Restart or launch Microsoft Outlook.
b. Open the calendar.
c. Verify that the MeetingPlace tab works.

Step 4  
Remind end users that they can click Help in the Cisco Unified MeetingPlace Express scheduling form, or they can see the User Guide for Microsoft Outlook Operating with Cisco Unified MeetingPlace Express.

Related Topics

- About Client Installation, page B-2
- Uninstalling the Cisco Unified MeetingPlace Express Extension for Microsoft Outlook, page B-9

What to Do Next

If you want to restrict users from downloading and installing the Cisco Unified MeetingPlace Express Extension for Microsoft Outlook themselves, then hide the “Download Outlook Plug-In” link on the end-user web interface. See the “Showing or Hiding the “Download Outlook Plug-In” Link in the End-User Web Interface” section on page 13-5.

Uninstalling the Cisco Unified MeetingPlace Express Extension for Microsoft Outlook

Complete this task if you need to uninstall the Cisco Unified MeetingPlace Express Extension for Microsoft Outlook from a PC.

Procedure

Step 1  
Log in to the user’s computer as Administrator.

Step 2  
Use Add/Remove Programs to remove the software.
Additional References for Integrating With Microsoft Outlook

For end-user information about Microsoft Outlook Integration, see the following documents:

- Quick Start Guide for Microsoft Outlook Integrated with Cisco Unified MeetingPlace Express
- User Guide for Microsoft Outlook Operating with Cisco Unified MeetingPlace Express
Administration Center Page References for Cisco Unified MeetingPlace Express

Revised: October 18, 2006, OL-11374-01

These topics describe the fields and options on the pages of the Cisco Unified MeetingPlace Express Administration Center, presented in alphabetical order by page title.

In the Cisco Unified MeetingPlace Express Administration Center, the title of each page appears in the blue bar beneath the “Cisco Unified MeetingPlace Express System Administration Center” banner.

The content in this appendix applies in the following cases:

- You have a Cisco Unified MeetingPlace Express system.
- You have a Cisco Unified MeetingPlace Express VT system.

Topics in this section include:

- About This Page: Ad Hoc Conferencing Configuration, page C-3
- About This Page: Add Logo, page C-5
- About This Page: Add SNMP Community String, page C-6
- About This Page: Add SNMP Notification Destination, page C-8
- About This Page: Add User Group, page C-9
- About This Page: Add User Profile, page C-16
- About This Page: Alarms, page C-26
- About This Page: Audio Parameters, page C-28
- About This Page: Billing Report, page C-30
- About This Page: Call Configuration, page C-33
- About This Page: Certificate Management, page C-33
- About This Page: Configure Backup, page C-34
- About This Page: Custom Prompts, page C-35
- About This Page: Customize Interface, page C-37
- About This Page: Customize Schedule Meeting Page, page C-37
- About This Page: Customize the Edit Profile Page, page C-39
- About This Page: Customize Outlook Plug-In Download, page C-40
- About This Page: Dial Configuration, page C-42
• About This Page: Dial Configuration Details, page C-43
• About This Page: Disable SSL, page C-44
• About This Page: Disk Usage Report, page C-44
• About This Page: Display Certificate, page C-47
• About This Page: Download a Language Property File, page C-48
• About This Page: Download Certificate, page C-48
• About This Page: Download Certificate Signing Request, page C-49
• About This Page: Edit Language Property File, page C-50
• About This Page: Edit Master Template (Advanced), page C-51
• About This Page: Edit Master Template (Basic), page C-53
• About This Page: Edit SNMP Community String, page C-55
• About This Page: Edit SNMP Notification Destination, page C-57
• About This Page: Edit User Groups Details, page C-58
• About This Page: Edit User Profiles Details, page C-59
• About This Page: E-Mail Blast, page C-60
• About This Page: E-Mail Notification Queue Status Report, page C-61
• About This Page: E-Mail Notification Template Configuration, page C-63
• About This Page: E-Mail Service Administration, page C-63
• About This Page: Enable SSL for the End-User Interface, Administration Center, and Web Conferencing, page C-63
• About This Page: Exchange Server Configuration, page C-66
• About This Page: Export Data, page C-68
• About This Page: File Cleanup, page C-68
• About This Page: Generate Certificate Signing Requests (CSRs), page C-69
• About This Page: Group Information, page C-70
• About This Page: H.323 Configuration, page C-75
• About This Page: Import Cisco Conference Connection Meetings, page C-77
• About This Page: Import Group Profiles, page C-79
• About This Page: Import, page C-80
• About This Page: Import Meetings, page C-80
• About This Page: Import User Profiles, page C-82
• About This Page: In-Session Monitoring, page C-83
• About This Page: Install Licenses, page C-85
• About This Page: Licenses Summary, page C-86
• About This Page: Logs, page C-87
• About This Page: Maintenance, page C-87
• About This Page: Manage Licenses, page C-88
• About This Page: Media Statistics Reports, page C-88
About This Page: Ad Hoc Conferencing Configuration

This page is used to configure ad hoc conferencing on the Cisco Unified MeetingPlace Express server. Topics in this section include:

- Fields on the Ad Hoc Conferencing Configuration Page, page C-4
- Finding the Ad Hoc Conferencing Configuration Page, page C-5
About This Page: Ad Hoc Conferencing Configuration

- Tasks Using the Ad Hoc Conferencing Configuration Page, page C-5

Fields on the Ad Hoc Conferencing Configuration Page

Caution
Changing these configuration parameters causes the Cisco Unified MeetingPlace Express system to clear all active calls and meetings. The system then cancels the current registration with Cisco Unified CallManager and reregisters using the new configuration parameters.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCCP enabled</td>
<td>Whether or not to enable the Skinny Client Control Protocol (SCCP). Use this field to enable or disable ad hoc conferencing on the server.</td>
<td>Yes/No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Default: No</td>
</tr>
<tr>
<td>Primary TFTP server</td>
<td>Primary Cisco Unified CallManager TFTP server IP address. Enter the decimal value of one octet in each field.</td>
<td>Range: 0 to 255</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Default: 0</td>
</tr>
<tr>
<td>Port</td>
<td>Primary TFTP server port number. The Cisco Unified CallManager TFTP server typically runs on port 69.</td>
<td>Range: 1 to 65535</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Default: 69</td>
</tr>
<tr>
<td>Backup TFTP server 1</td>
<td>First backup Cisco Unified CallManager TFTP server IP address. Enter the decimal value of one octet in each field.</td>
<td>Range: 0 to 255</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Default: 0</td>
</tr>
<tr>
<td>Port</td>
<td>First backup TFTP server port number. The Cisco Unified CallManager TFTP server typically runs on port 69.</td>
<td>Range: 1 to 65535</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Default: 69</td>
</tr>
<tr>
<td>Backup TFTP server 2</td>
<td>Second backup Cisco Unified CallManager TFTP server IP address. Enter the decimal value of one octet in each field.</td>
<td>Range: 0 to 255</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Default: 0</td>
</tr>
<tr>
<td>Port</td>
<td>Second backup TFTP server port number. The Cisco Unified CallManager TFTP server typically runs on port 69.</td>
<td>Range: 1 to 65535</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Default: 69</td>
</tr>
<tr>
<td>Video codec</td>
<td>Which video codec to use: H.263 (1996) or H.264.</td>
<td>H.263/H.264</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Default: H.263</td>
</tr>
<tr>
<td>Video minimum bit rate</td>
<td>Minimum allowed speed for video streams, in kbps.</td>
<td>56/128/320/704</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Default: 320</td>
</tr>
<tr>
<td>Video maximum bit rate</td>
<td>Maximum allowed speed for video streams, in kbps. Note that the value you choose may affect the number of ad hoc video ports that are used by each end user. See the “About Video Ports for Ad Hoc Conferencing” section on page 6-4.</td>
<td>56/128/320/704</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Default: 320</td>
</tr>
<tr>
<td>Max streams supported at this bit rate</td>
<td>(Read only) The maximum number of simultaneous video streams that are supported, based on the configured Video maximum bit rate. See the “About Video Ports for Ad Hoc Conferencing” section on page 6-4.</td>
<td>—</td>
</tr>
</tbody>
</table>
Table C-1  Ad Hoc Conferencing Configuration Fields (continued)

<table>
<thead>
<tr>
<th>Field (continued)</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC address</td>
<td>(Read only) MAC address of the server. Use the value in this field to identify the Cisco Unified MeetingPlace Express server in the Cisco Unified CallManager configuration. See the “Configuring Cisco Unified CallManager to Use Cisco Unified MeetingPlace Express as a Conference Bridge” section on page 6-8.</td>
<td>—</td>
</tr>
<tr>
<td>Current call manager</td>
<td>(Read only) Cisco Unified CallManager TFTP server that is currently in use.</td>
<td>—</td>
</tr>
<tr>
<td>Status</td>
<td>(Read only) Whether or not Cisco Unified MeetingPlace Express is registered with the Cisco Unified CallManager TFTP server.</td>
<td>—</td>
</tr>
</tbody>
</table>

Finding the Ad Hoc Conferencing Configuration Page

**Step 1** Log in to Cisco Unified MeetingPlace Express.

**Step 2** Click Administration at the top of the page.

**Step 3** On the left side of the page:

- a. Click System Configuration.
- b. Click Call Configuration.
- c. Click Ad Hoc Conferencing Configuration.

Tasks Using the Ad Hoc Conferencing Configuration Page

- Configuring Cisco Unified MeetingPlace Express for Ad Hoc Conferencing, page 6-7

About This Page: Add Logo

This page is used to add or delete a custom logo on the end-user web interface. Topics in this section include:

- Fields on the Add Logo Page, page C-6
- Finding the Add Logo Page, page C-6
- Tasks Using the Add Logo Page, page C-6
Fields on the Add Logo Page

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Filename to upload</td>
<td>The name of the file that contains the logo to upload.</td>
<td>To locate the file, click <strong>Browse</strong>.</td>
</tr>
</tbody>
</table>

Related Topics
- About This Page: Add Logo, page C-5

Finding the Add Logo Page

Step 1  Log in to Cisco Unified MeetingPlace Express.
Step 2  Click **Administration** at the top of the page.
Step 3  On the left side of the page:
  a. Click **Customize Interface**.
  b. Click **Add Logo**.

Related Topics
- About This Page: Add Logo, page C-5

Tasks Using the Add Logo Page

The Add Logo page is used to complete the following tasks:
- Adding a Custom Graphic to the Cisco Unified MeetingPlace Express End-User Web Interface, page 13-2
- Deleting a Custom Graphic from the CiscoUnified MeetingPlace Express End-User Web Interface, page 13-3

About This Page: Add SNMP Community String

This page is used to add an SNMP community string to the Cisco Unified MeetingPlace Express database. Topics in this section include:
- Fields on the Add SNMP Community String Page, page C-7
- Finding the Add SNMP Community String Page, page C-7
- Tasks Using the Add SNMP Community String Page, page C-8
Fields on the Add SNMP Community String Page

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community string</td>
<td>The name of the SNMP community string that you are adding.</td>
<td>No spaces allowed</td>
</tr>
<tr>
<td>Accept SNMP packets from any host</td>
<td>Select this radio button to allow the SNMP community string to accept SNMP packets from any host.</td>
<td>—</td>
</tr>
<tr>
<td>Accept SNMP packets only from these hosts:</td>
<td>Select this radio button to allow the SNMP community string to accept SNMP packets only from hosts that you specify.</td>
<td>—</td>
</tr>
<tr>
<td>Host IP address</td>
<td>If you choose the Accept SNMP packets only from these hosts: radio button, enter an IP address and click Insert to allow the SNMP community string to accept SNMP packets from this IP address.</td>
<td>Valid IP address</td>
</tr>
<tr>
<td>Host IP addresses</td>
<td>If you choose the Accept SNMP packets only from these hosts: radio button, this field lists all IP addresses from which this SNMP community string can accept SNMP packets. To remove an IP address from this list, highlight it and click Remove.</td>
<td>Valid IP addresses</td>
</tr>
<tr>
<td>Access privileges</td>
<td>The access privilege given to this SNMP community string. Access privileges provide security by restricting the ability to alter the Cisco Unified MeetingPlace Express system.</td>
<td>Read only, Read write, Read write notify, Notify only, None</td>
</tr>
</tbody>
</table>

Related Topics

- About This Page: Add SNMP Community String, page C-6

Finding the Add SNMP Community String Page

Step 1 Log in to Cisco Unified MeetingPlace Express.
Step 2 Click Administration at the top of the page.
Step 3 On the left side of the page:
  a. Click Maintenance.
  b. Click SNMP.
  c. Click Community Strings.
Step 4 Click Add New.

Related Topics

- About This Page: Add SNMP Community String, page C-6
Tasks Using the Add SNMP Community String Page

The Add SNMP Community String page is used to complete the following task:

- Adding an SNMP Community String, page 15-3

About This Page: Add SNMP Notification Destination

This page is used to add an SNMP notification destination to the Cisco Unified MeetingPlace Express database. Topics in this section include:

- Fields on the Add SNMP Notification Destination Page, page C-8
- Finding the Add SNMP Notification Destination Page, page C-9
- Tasks Using the Add SNMP Notification Destination Page, page C-9

Fields on the Add SNMP Notification Destination Page

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination IP addresses</td>
<td>The IP address for this notification destination. Select Add New from the drop-down list and the system automatically displays the Destination IP address and Port number fields. Note that each notification destination must have a unique IP address.</td>
<td>All IP addresses that have already been defined.</td>
</tr>
<tr>
<td>Destination IP address</td>
<td>The IP address for this notification destination.</td>
<td>A valid IP address</td>
</tr>
<tr>
<td>Port number</td>
<td>The port number for this IP address.</td>
<td>A valid port number</td>
</tr>
<tr>
<td>SNMP version</td>
<td>The SNMP version that this notification destination uses.</td>
<td>V1, V2C</td>
</tr>
<tr>
<td>Notification type</td>
<td>The notification type for this notification destination.</td>
<td>inform, trap</td>
</tr>
<tr>
<td>Security level</td>
<td>The security level for this notification destination.</td>
<td>—</td>
</tr>
<tr>
<td>Community string</td>
<td>The name of the SNMP community string associated with this notification destination.</td>
<td>A community string that has already been defined.</td>
</tr>
</tbody>
</table>

Related Topics

- About This Page: Add SNMP Notification Destination, page C-8
Finding the Add SNMP Notification Destination Page

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Log in to Cisco Unified MeetingPlace Express.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2</td>
<td>Click <strong>Administration</strong> at the top of the page.</td>
</tr>
</tbody>
</table>
| Step 3 | On the left side of the page:  
  a. Click **Maintenance**.  
  b. Click **SNMP**.  
  c. Click **Notification Destinations**. |
| Step 4 | Click **Add New**. |

Related Topics
- About This Page: Add SNMP Notification Destination, page C-8

Tasks Using the Add SNMP Notification Destination Page

The Add SNMP Notification Destination page is used to complete the following task:
- Adding an SNMP Notification Destination, page 15-6

About This Page: Add User Group

This page is used to define a new user group and add it to the Cisco Unified MeetingPlace Express database. Topics in this section include:
- Fields on the Add User Group Page, page C-10
- Finding the Add User Group Page, page C-15
- Tasks Using the Add User Group Page, page C-15
Fields on the Add User Group Page

The Edit User Groups Details page uses the same fields as the Add User Group page.

Table C-5 Add User Group Page Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Name by which you want to identify the user group.</td>
<td>1 to 17 alphanumeric characters Default: System</td>
</tr>
<tr>
<td></td>
<td>Recommendation: Use a name that describes the users in the group, such as “Marketing.”</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Restrictions:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Do not include spaces. Instead, use an underscore character (_), for example, “Field_Sales.”</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Unicode is not supported.</td>
<td></td>
</tr>
<tr>
<td>Number</td>
<td>Number used to identify this user group.</td>
<td>0 to 17 numeric characters (0 - 9) Default: 0</td>
</tr>
<tr>
<td>Billing Code</td>
<td>Code used in billing reports. For more information, see the “About Billing Information” section on page 8-19.</td>
<td>0 to 17 alphanumeric characters</td>
</tr>
<tr>
<td>Group active</td>
<td>Activity state of this user group. You can define user groups now, and make them active later (for example, after the users in the group complete training). Users cannot log in if their user group is inactive.</td>
<td>No/Yes Default: Yes</td>
</tr>
<tr>
<td></td>
<td>See the “Information About the Active, Inactive, and Locked States of User Profiles” section on page 8-23.</td>
<td></td>
</tr>
<tr>
<td>Group Defaults</td>
<td></td>
<td></td>
</tr>
<tr>
<td>User ID of Delegate</td>
<td>Username of this user group’s delegate who is allowed to schedule, monitor, and reschedule Cisco Unified MeetingPlace Express meetings on behalf of the users in this group and manage their user profiles. For more information, see the “About Delegates” section on page 8-8.</td>
<td>0 to 17 alphanumeric characters</td>
</tr>
<tr>
<td>Region</td>
<td>Geographical region in which the user group typically conducts business. The setting in this field determines which options become available in the following Time zone field.</td>
<td>Choose from the options in the drop-down menu. Default: Other</td>
</tr>
</tbody>
</table>
### Table C-5  Add User Group Page Fields (continued)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
</table>
| Time zone      | User group’s time zone. Set the time zone for the geographical location in which the user group typically conducts business. The drop-down menu options depend on which Region is selected. The default value uses the server time zone that is configured during the installation process and that may be modified at any time through the CLI. Recommendations:  
- Do not use the default setting, because the server time zone may be modified at any time by the system administrator. Such a change may cause time discrepancies between meetings that are scheduled before and after each server time change.  
- See the “About Time Zones” section on page 8-17. | Choose from the options in the drop-down menu. Default: Local time of Cisco Unified MeetingPlace Express server |
| Language       | Preferred language for this user group, used in Cisco Unified MeetingPlace Express voice prompts. Language preferences may vary for individual users in a group. You can select a language for each user in the individual user profile. Options are the languages that were previously installed and activated on the Cisco Unified MeetingPlace Express system. See the “About Languages” section on page 4-2. | Choose from the options in the drop-down menu. Default: English (US) |
| E-mail format  | The format in which users in this group send and receive e-mail messages. | txt/html  
Default: html |
| E-mail type    | Which type of notification is sent to users in this group for meetings that are scheduled from the end-user web interface:  
- SMTP—e-mail notification from the Cisco Unified MeetingPlace Express server  
- Exchange—Microsoft Outlook Calendar notification from the Microsoft Exchange Server | SMTP/Exchange  
Default: SMTP |
| Recording      | (Read Only) Ignore this field. The value configured in the Who can attend field determines who can listen to meetings recorded by users in this group. | — |
| Who can access | (Read Only) Ignore this field. The value configured in the Who can attend field determines who can listen to meetings recorded by users in this group. | — |
| Outdial Meeting Defaults | Whether or not dial-out privileges are enabled for users in this group. To enable dial-out privileges and the Find Me feature, select Yes. For more information, see the following topics:  
- About Dial-Out Features and Voice Prompt Languages, page 8-11  
- About the Find Me Feature, page 8-13. | No/Yes  
Default: No |
### Table C-5  Add User Group Page Fields (continued)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ask for profile password</td>
<td>Whether or not a dial-out participant must provide a profile password before being admitted into the voice meeting. See the “About Toll Fraud Prevention Options” section on page 11-2.</td>
<td>No/Yes Default: Yes</td>
</tr>
<tr>
<td>Meeting Preferences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entry announcement</td>
<td>Announcement played when users in this group join meetings.</td>
<td>Beep only/ Beep+Name/ Silent Default: Beep+Name</td>
</tr>
<tr>
<td>Departure announcement</td>
<td>Announcement played when users in this group leave meetings.</td>
<td>Beep only/ Beep+Name/ Silent Default: Beep+Name</td>
</tr>
<tr>
<td>Skip pre-meeting options</td>
<td>Whether or not users in this group immediately join meetings after entering the meeting ID. When No is selected, the user hears a meeting ID confirmation and is asked to record a name before joining the meeting. When Yes is selected, the user immediately joins the meeting after entering the meeting ID.</td>
<td>No/Yes Default: No</td>
</tr>
<tr>
<td>Password required</td>
<td>Whether or not meetings scheduled by users in this group require a password. This field also applies to reservationless meetings.</td>
<td>No/Yes Default: No</td>
</tr>
<tr>
<td>Who can attend</td>
<td>Determines whether anyone or only profiled users may do the following:</td>
<td>Anyone/ Users with Cisco Unified MeetingPlace Express Profiles only Default: Anyone</td>
</tr>
<tr>
<td></td>
<td>• Attend meetings scheduled by users in this group.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Listen to meetings recorded by users in this group.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If you select Users with Cisco Unified MeetingPlace Express Profiles only, then only those who successfully authenticate to Cisco Unified MeetingPlace Express may attend the meetings. Restriction: This field is ignored for reservationless meetings, which anyone may attend.</td>
<td></td>
</tr>
<tr>
<td>Publish meeting</td>
<td>Whether or not to publicly display meetings that are scheduled by users in this group on the Find Meeting end-user page. While scheduling each meeting, users can override this setting and decide whether or not to publish the meetings, unless the end-user web interface is customized to hide this option. Restriction: This field is ignored for reservationless meetings, which are always publicly listed after the first person joins the voice meeting.</td>
<td>No/Yes Default: No</td>
</tr>
</tbody>
</table>
### Add User Group Page Fields (continued)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host web meetings with</td>
<td>Whether or not web ports are reserved when users in this group set up meetings:</td>
<td>Full meeting room (licenses required)/Participant list only (no licenses required)</td>
</tr>
<tr>
<td></td>
<td>- Full meeting room—Reserves web ports, if available.</td>
<td>Default: Full meeting room (licenses required)</td>
</tr>
<tr>
<td></td>
<td>- Participant list only—Does not reserve web ports. Web meeting participants see the lite web meeting room.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>For information about the features available in the full web meeting room and the lite web meeting room, see the User Guide for Cisco Unified MeetingPlace Express.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Note that this field applies to both scheduled and reservationless meetings.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Restriction: Changes to this field are applied to each user only when the user logs in to Cisco Unified MeetingPlace Express after the change has been made. Therefore, if a user is logged in when this field is modified, the previous setting applies until the user logs out and logs back in.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Recommendation: If your system has fewer web ports than voice ports available for scheduled and reservationless meetings, then set this field to Participant list only (no licenses required) for most users. This configuration helps to keep web ports available for the users who need the full web meeting room to share files or applications. If you want all or most users to be able to schedule full web meetings, then make sure that an equal number of web ports and voice ports are available on your system for scheduled and reservationless meetings. See the “Information About Ports for Scheduled and Reservationless Meetings” section on page 5-7.</td>
<td></td>
</tr>
<tr>
<td>Reserve voice licenses when setting up</td>
<td>Whether or not voice ports are reserved when users in this group set up meetings:</td>
<td>No/Yes</td>
</tr>
<tr>
<td>meetings</td>
<td>- Yes—Reserves voice ports, if available.</td>
<td>Default: Yes</td>
</tr>
<tr>
<td></td>
<td>- No—Does not reserve voice ports.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Note that this field applies to both scheduled and reservationless meetings.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Restriction: Changes to this field are applied to each user only when the user logs in to Cisco Unified MeetingPlace Express after the change has been made. Therefore, if a user is logged in when this field is modified, the previous setting applies until the user logs out and logs back in.</td>
<td></td>
</tr>
</tbody>
</table>

### Restrictions

| Use reservationless                        | Whether or not users in this group can set up and own reservationless meetings. This field displays (Yes) or hides (No) the Start Reservationless link in the web interface for users in this group. | No/Yes                                                                                     |
|                                            | Restriction: This field is ignored if the Enable reservationless field is set to No. See the “About This Page: Meeting Configuration” section on page C-97.                          | Default: Yes                                                                              |
### Table C-5  Add User Group Page Fields (continued)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum meeting length</td>
<td>Maximum length of a meeting, in minutes. Users in this group cannot schedule</td>
<td>Range: 2 to 1440&lt;sup&gt;1&lt;/sup&gt;</td>
</tr>
<tr>
<td>(minutes)</td>
<td>meetings longer than this amount.</td>
<td>Default: 240</td>
</tr>
<tr>
<td></td>
<td>Restriction: This number cannot exceed the value entered in the Maximum</td>
<td></td>
</tr>
<tr>
<td></td>
<td>meeting length (minutes) field.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>See the “About This Page: Meeting Configuration” section on page C-97.</td>
<td></td>
</tr>
<tr>
<td>Sending Notifications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enable for meeting</td>
<td>Whether or not e-mail notifications are sent when users in this group</td>
<td>No/Yes</td>
</tr>
<tr>
<td></td>
<td>schedule meetings.</td>
<td>Default: Yes</td>
</tr>
<tr>
<td>Priority</td>
<td>Priority given to e-mail notifications sent when users in this group</td>
<td>Low/Normal/Urgent</td>
</tr>
<tr>
<td></td>
<td>schedule meetings.</td>
<td>Default: Normal</td>
</tr>
<tr>
<td>Send if meeting changes</td>
<td>Whether or not e-mail notifications are sent when the following meeting</td>
<td>No/Yes</td>
</tr>
<tr>
<td></td>
<td>parameters change:</td>
<td>Default: No</td>
</tr>
<tr>
<td></td>
<td>• Date or time</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Password</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Meeting ID</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• List of invitees</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Recommendation: Use a consistent setting across your user base.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Also, avoid changing this setting once Cisco Unified MeetingPlace Express</td>
<td></td>
</tr>
<tr>
<td></td>
<td>is already in use, because users might already expect and rely on the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>current e-mail notification behavior.</td>
<td></td>
</tr>
<tr>
<td>Include participants list</td>
<td>Whether or not to include the names of meeting invitees in e-mail</td>
<td>No/Yes</td>
</tr>
<tr>
<td></td>
<td>notifications sent when users in this group schedule meetings.</td>
<td>Default: No</td>
</tr>
<tr>
<td>Include password</td>
<td>Whether or not meeting passwords (if any) are included in e-mail</td>
<td>No/Yes</td>
</tr>
<tr>
<td></td>
<td>notifications sent when users in this group schedule meetings.</td>
<td>Default: No</td>
</tr>
<tr>
<td></td>
<td>Recommendation: Use a consistent setting across your user base.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Also, avoid changing this setting once Cisco Unified MeetingPlace Express</td>
<td></td>
</tr>
<tr>
<td></td>
<td>is already in use, because users might already expect and rely on the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>current e-mail notification behavior.</td>
<td></td>
</tr>
<tr>
<td>Receiving Notifications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enable to receive</td>
<td>Whether or not users in this group receive e-mail notifications.</td>
<td>No/Yes</td>
</tr>
<tr>
<td></td>
<td>Recommendation: Use a consistent setting across your user base.</td>
<td>Default: Yes</td>
</tr>
<tr>
<td></td>
<td>Also, avoid changing this setting once Cisco Unified MeetingPlace Express</td>
<td></td>
</tr>
<tr>
<td></td>
<td>is already in use, because users might already expect and rely on the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>current e-mail notification behavior.</td>
<td></td>
</tr>
</tbody>
</table>
Finding the Add User Group Page

1. Log in to Cisco Unified MeetingPlace Express.
2. Click **Administration** at the top of the page.
3. On the left side of the page:
   a. Click **User Configuration**.
   b. Click **User Group Management**.
4. In the User Group Management page, click the **Add New** button.

Related Topics
- **About This Page: Add User Group**, page C-9

Tasks Using the Add User Group Page

The Add User Group page is used to complete the following tasks:
- **Adding User Groups Manually**, page 8-25
- **Configuring Reservationless Meetings**, page 5-14

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
</table>
| Phone # for non-direct dial pagers | Shared phone number for a non-direct-dial pager system. PIN numbers to access individual pagers are configured in the **Pager #** field in individual user profiles. Restrictions:  
  - This field applies only to users whose individual user profiles are configured with a non-direct-dial pager PIN number in the **Pager type** field.  
  - Only the following characters are used to call the pager: 0-9, #, and *.  
  - All other characters are ignored by the system but generate INFO events in the system log. | 0 to 32 numeric characters |

1. The actual maximum value may be smaller than the stated range. See the restriction in the Description column for that field.
2. The required format for phone numbers is determined by the call-control device for your IP telephony network. Therefore, enter phone numbers in the same format used to dial similar numbers from a phone on the same IP telephony network as Cisco Unified MeetingPlace Express. For example, if calls within your company are made by dialing the last four digits of a phone number, then enter only the last four digits in Cisco Unified MeetingPlace Express for internal phone numbers. If, however, you want Cisco Unified MeetingPlace Express to call a phone in a different area code, then you may need to include a 9 and the complete telephone number including the area code.
About This Page: Add User Profile

This page is used to define a new user profile and add it to the Cisco Unified MeetingPlace Express database. Topics in this section include:

- Fields on the Add User Profile Page, page C-16
- Finding the Add User Profile Page, page C-26
- Tasks Using the Add User Profile Page, page C-26

Fields on the Add User Profile Page

- **Identification**
  - **First name**: User's first name. Used in meeting participant lists and reports. This field may contain spaces and the following characters: -.
    - Restriction: This field cannot contain the following special characters: @#$%^&*()+=\["]:,./\)?
    - Recommendation: (Guest profile only) Keep the default value or choose a name that clearly indicates a guest meeting participant.
    - Value: 0 to 32 alphanumeric characters
      - Default varies by profile:
        - Guest: Guest
        - Admin: Administrator
        - all others: blank

- **Last name**: User’s last name. Used in meeting participant lists and reports. This field may contain spaces and the following characters: -.
  - Restriction: This field cannot contain the following special characters: @#$%^&*()+=\["]:,./\)?
  - Recommendation: (Guest profile only) Keep the default value or choose a name that clearly indicates a guest meeting participant.
  - Value: 1 to 32 alphanumeric characters
    - Default varies by profile:
      - Guest: User
      - Admin: Cisco Unified MeetingPlace Express
      - all others: blank
### Table C-6  Add User Profile Page Fields (continued)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
</table>
| **User ID**            | Username used to log in to Cisco Unified MeetingPlace Express from a workstation. Note that the User ID and User password are used to log in to Cisco Unified MeetingPlace Express from a workstation. The Profile Number and Profile Password are used to authenticate to Cisco Unified MeetingPlace Express from a touch-tone phone. Restrictions:  
  • This field cannot contain the following special characters: !@$%^&*()+=-[]\;‘,/{}|:"<>?  
  • Uppercase characters are automatically converted to lowercase characters.  
  • If this field is dimmed and marked with a padlock icon, then the user is authenticated by an external directory, and you cannot modify this field. See the “About the Methods of Adding User Profiles” section on page 8-4.  
  • This field is dimmed and cannot be modified in the preconfigured Guest profile. | 1 to 32 alphanumeric characters |
| **User password**      | Password used to log in to Cisco Unified MeetingPlace Express from a workstation. Note that the User ID and User password are used to log in from a workstation. The Profile Number and Profile Password are used to authenticate from a touch-tone phone. Restrictions:  
  • Unicode is not supported.  
  • If this field is dimmed and marked with a padlock icon, then the user is authenticated by an external directory, and you cannot modify this field. See the “About the Methods of Adding User Profiles” section on page 8-4.  
  • (Guest profile only) Leave this field blank in the preconfigured Guest profile, because this Guest profile field is inherited in all new user profiles. | 5 to 17 alphanumeric characters |
| **User Password Confirm** | Re-enter the password to match the previous field. Restriction:  
  • If this field is dimmed and marked with a padlock icon, then the user is authenticated by an external directory, and you cannot modify this field. See the “About the Methods of Adding User Profiles” section on page 8-4.  
  • (Guest profile only) Leave this field blank in the preconfigured Guest profile, because this Guest profile field is inherited in all new user profiles. | 5 to 17 alphanumeric characters |
| **Last Changed**       | (Read Only) Date the User password was last changed.                         | —                                               |
### Table C-6  Add User Profile Page Fields (continued)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
</table>
| Profile Number         | Number that identifies this user profile. Used to authenticate to Cisco Unified MeetingPlace Express from a touch-tone phone. Recommendation: Use the phone extension or voice-mail number of the user. Note that the User ID and User password are used to log in to Cisco Unified MeetingPlace Express from a workstation. The Profile Number and Profile Password are used to authenticate to Cisco Unified MeetingPlace Express from a touch-tone phone. Restrictions:  
- If reservationless meetings are enabled on the system, then you cannot configure a profile number that matches an existing meeting ID. Similarly, users will not be able to schedule a meeting whose meeting ID matches an existing profile number. For more information about reservationless meetings, see the “Information About Reservationless Meetings” section on page 5-6.  
- If this field is dimmed and marked with a padlock icon, then the user is authenticated by an external directory, and you cannot modify this field. See the “About the Methods of Adding User Profiles” section on page 8-4.  
- This field is dimmed and cannot be modified in the preconfigured Guest profile. | 1 to 17 numeric characters (0 - 9) |
| Profile Password       | Password used to authenticate to Cisco Unified MeetingPlace Express from a touch-tone phone. Set this as a temporary default password. Users must change their profile password when they first connect to Cisco Unified MeetingPlace Express. Note that the User ID and User password are used to log in from a workstation. The Profile Number and Profile Password are used to authenticate from a touch-tone phone. Restrictions:  
- If this field is dimmed and marked with a padlock icon, then the user is authenticated by an external directory, and you cannot modify this field. See the “About the Methods of Adding User Profiles” section on page 8-4.  
- This field is dimmed and cannot be modified in the preconfigured Guest profile. | 5 to 17 numeric characters (0 - 9) |
| Profile Password Confirm| Re-enter the password to match the previous field. Restriction: If this field is dimmed and marked with a padlock icon, then the user is authenticated by an external directory, and you cannot modify this field. See the “About the Methods of Adding User Profiles” section on page 8-4. | 5 to 17 numeric characters (0 - 9) |
| Last Changed           | (Read Only) Date the Profile Password was last changed.                      | —                      |
### Table C-6  Add User Profile Page Fields (continued)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Active</td>
<td>Whether this profile is active, inactive, or locked. A user with an inactive profile cannot log in. The user may still attend meetings that are not restricted to profiled users. See the “Information About the Active, Inactive, and Locked States of User Profiles” section on page 8-23. Restriction: The preconfigured Admin profile cannot be locked.</td>
<td>No/Yes/Locked/ Group Default Default: Group Default</td>
</tr>
<tr>
<td>Type of user</td>
<td>Type of user, which determines user privileges. See the “About the Types of Users” section on page 8-7. Restriction: This field is dimmed and cannot be modified in the preconfigured Guest (End User) and Admin (System Mgr) profiles.</td>
<td>End User/ Delegate/ Attendant/ System Mgr Default: End User</td>
</tr>
<tr>
<td>Group name</td>
<td>Name of user group, if any, to which this user profile belongs. The drop-down menu displays the preconfigured System user group and all defined user groups, if any.</td>
<td>System/DefinedGroups Default: System</td>
</tr>
<tr>
<td>E-mail address</td>
<td>E-mail address used in e-mail notifications. Restriction: Must be in the following format: 1. a-z, A-Z, 0-9 2. Optional: a. One of these characters: _,.,- b. a-z, A-Z, 0-9 3. @ 4. a-z, A-Z, 0-9, - 5. . 6. a-z, A-Z, 0-9—Only 2-4 characters are allowed at the end Recommendation: (Guest profile only) Leave this field blank in the preconfigured Guest profile, because this Guest profile field is inherited in all new user profiles. Examples: - <a href="mailto:me.myself@example.com">me.myself@example.com</a> - <a href="mailto:someone@example.com">someone@example.com</a></td>
<td>0 to 128 alphanumeric characters</td>
</tr>
<tr>
<td>E-mail format</td>
<td>The format in which this user sends and receives e-mail messages.</td>
<td>txt/html Default: html</td>
</tr>
<tr>
<td>E-mail type</td>
<td>Which type of notification is sent to this user for meetings that are scheduled from the end-user web interface: 1. SMTP—e-mail notification from the Cisco Unified MeetingPlace Express server 2. Exchange—Microsoft Outlook Calendar notification from the Microsoft Exchange Server</td>
<td>SMTP/Exchange/ Group Default Default: Group Default</td>
</tr>
</tbody>
</table>
### Table C-6 Add User Profile Page Fields (continued)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main phone #</td>
<td>Primary phone number of user, used for dial-out features. See the “About Dial-Out Features and Voice Prompt Languages” section on page 8-11.</td>
<td>0 to 32 numeric characters(^1)</td>
</tr>
<tr>
<td></td>
<td>Restrictions:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Only the following characters are allowed: (), -, and 0-9.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• (Guest profile only) Leave this field blank in the preconfigured Guest profile, because this Guest profile field is inherited in all new user profiles.</td>
<td></td>
</tr>
<tr>
<td>Alternate phone #</td>
<td>Alternate phone number of user, used for dial-out features. See the “About Dial-Out Features and Voice Prompt Languages” section on page 8-11.</td>
<td>0 to 32 numeric characters(^1)</td>
</tr>
<tr>
<td></td>
<td>Restrictions:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Only the following characters are allowed: (), -, and 0-9.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• (Guest profile only) Leave this field blank in the preconfigured Guest profile, because this Guest profile field is inherited in all new user profiles.</td>
<td></td>
</tr>
<tr>
<td>Pager #</td>
<td>Pager number of user, used for dial-out features. The number you enter depends on the Pager type:</td>
<td>0 to 32 numeric characters(^1)</td>
</tr>
<tr>
<td></td>
<td>• For a direct-dial pager, enter the phone number that directly reaches the pager.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• For a non-direct-dial pager, enter the PIN used to access the specific pager. The shared phone number that the system first calls to reach the pager system is configured in the Phone # for non-direct dial pagers field in the user group.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>See the “How the Find Me Feature Works With Pagers” section on page 8-14.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Restrictions:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Only the following characters are used to call the pager: 0-9, #, and *.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• All other characters are ignored by the system but generate INFO events in the system log.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• See the “Restrictions for Using the Find Me Feature With Pagers” section on page 8-15.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• (Guest profile only) Leave this field blank in the preconfigured Guest profile, because this Guest profile field is inherited in all new user profiles.</td>
<td></td>
</tr>
</tbody>
</table>
### Add User Profile Page Fields (continued)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pager type</td>
<td>Type of pager:</td>
<td>Direct-dial pager/</td>
</tr>
<tr>
<td></td>
<td>- Direct-dial pager—Pager is reached directly by dialing a phone</td>
<td>Non-direct dial pager</td>
</tr>
<tr>
<td></td>
<td>number.</td>
<td>Default: Direct-dial pager</td>
</tr>
<tr>
<td></td>
<td>- Non-direct-dial pager—Pager is reached by dialing a phone number and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>entering a PIN that specifically identifies the pager.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The phone number of the pager system is configured in the Phone # for</td>
<td></td>
</tr>
<tr>
<td></td>
<td>non-direct dial pagers field in the user group.</td>
<td></td>
</tr>
<tr>
<td>Method of attending</td>
<td>The method by which this user joins the following types of meetings:</td>
<td>Have user call in/</td>
</tr>
<tr>
<td></td>
<td>- Meetings that are scheduled by this user.</td>
<td>Have system find user</td>
</tr>
<tr>
<td></td>
<td>- Meetings to which this user is invited by profile.</td>
<td>Default: Have user call in</td>
</tr>
<tr>
<td></td>
<td>Options:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Have user call in—User either calls into meetings or uses the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Call Me dial-out feature from the web.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Have system find user—Enables the Find Me dial-out feature</td>
<td></td>
</tr>
<tr>
<td></td>
<td>for this user.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>See the “About Dial-Out Features and Voice Prompt Languages” section on</td>
<td></td>
</tr>
<tr>
<td></td>
<td>page 8-11.</td>
<td></td>
</tr>
<tr>
<td>Search order for</td>
<td>The order in which the system attempts to call the user for the Find</td>
<td>Main phone/ Alternate phone/ Pager</td>
</tr>
<tr>
<td>“Find Me”</td>
<td>Me dial-out feature.</td>
<td>Defaults:</td>
</tr>
<tr>
<td></td>
<td>See the “About the Find Me Feature” section on page 8-13.</td>
<td>- First: Main phone</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Second: Alternate phone</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Third: Pager</td>
</tr>
<tr>
<td>User ID of Delegate</td>
<td>Username of the delegate who is allowed to schedule, monitor, and</td>
<td>1 to 30 alphanumeric characters</td>
</tr>
<tr>
<td></td>
<td>reschedule meetings on behalf of this user and manage the user profile.</td>
<td>Default: Group Default</td>
</tr>
<tr>
<td></td>
<td>For more information, see the “About Delegates” section on page 8-8.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Restriction: This field cannot contain the following special</td>
<td></td>
</tr>
<tr>
<td></td>
<td>characters: !@#$%^&amp;*()+=-[]{};:,./&quot;'&lt;?</td>
<td></td>
</tr>
<tr>
<td>Region</td>
<td>Geographical region in which this user typically conducts business.</td>
<td>Choose from the options in the drop-down</td>
</tr>
<tr>
<td></td>
<td>The setting in this field determines which options become available in the</td>
<td>menu.</td>
</tr>
<tr>
<td></td>
<td>Time zone field.</td>
<td>Default: Other</td>
</tr>
</tbody>
</table>
### Table C-6  Add User Profile Page Fields (continued)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
</table>
| Time zone              | User’s time zone. Set the time zone for the geographical location in which the user typically conducts business. The drop-down menu options depend on which Region is selected. Recommendations:  
  - Do not use the setting called “Local time of Cisco Unified MeetingPlace Express server,” because the server time may be changed by the system administrator. Such a change may cause time discrepancies between meetings that are scheduled before and after each server time change.  
  - See the “About Time Zones” section on page 8-17. | Group Default or choose from the options in the drop-down menu. Default: Group Default |
| Language               | User’s preferred language. See the “About Language Preferences” section on page 8-18. Options are the languages that were previously installed and activated on the system. See the “About Languages” section on page 4-2. | Choose from the options in the drop-down menu. Default: Group Default |
| Billing Code           | Code used in billing reports. For more information, see the “About Billing Information” section on page 8-19. Recommendations:  
  - Follow existing conventions at your company, such as department codes.  
  - (Guest profile only) Leave this field blank in the preconfigured Guest profile, because this Guest profile field is inherited in all new user profiles. | 0 to 17 alphanumeric characters Default: Group Default |
| Recording              | Who can access  
  (Read Only) Ignore this field. The value configured in the Who can attend field determines who can listen to meetings recorded by this user. | — |
| Outdial Meeting Defaults | Can call out of meetings  
  Whether or not dial-out privileges are enabled for this user. To enable dial-out privileges and the Find Me feature, select Yes. For more information, see the following topics:  
  - About Dial-Out Features and Voice Prompt Languages, page 8-11  
  - About the Find Me Feature, page 8-13. | No/Yes Default: No |
|                        | Ask for profile password  
  Whether or not a dialed-out participant must provide a profile password before being admitted into the meeting. For more information, see the “About Dial-Out Features and Voice Prompt Languages” section on page 8-11. | No/Yes/Group Default Default: Group Default |
### Table C-6  Add User Profile Page Fields (continued)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Meeting Preferences</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entry announcement</td>
<td>Announcement played when this user joins meetings.</td>
<td>Beep only/ Beep+Name/ Silent/ Group Default Default: Group Default</td>
</tr>
<tr>
<td>Departure announcement</td>
<td>Announcement played when this user leaves meetings.</td>
<td>Beep only/ Beep+Name/ Silent/ Group Default Default: Group Default</td>
</tr>
<tr>
<td>Skip pre-meeting option</td>
<td>Whether or not this user immediately joins meetings after entering the meeting ID.</td>
<td>No/Yes/Group Default Default: Group Default</td>
</tr>
<tr>
<td>Password required</td>
<td>Whether or not meetings scheduled by this user require a password.</td>
<td>No/Yes/Group Default Default: Group Default</td>
</tr>
<tr>
<td>Who can attend</td>
<td>Determines whether anyone or only profiled users may do the following:</td>
<td>Anyone/ Users with Cisco Unified MeetingPlace Express profiles only/ Group Default</td>
</tr>
<tr>
<td>Publish meeting</td>
<td>Whether or not to publicly display meetings that are scheduled by this user on the Find Meeting end-user page.</td>
<td>No/Yes/Group Default Default: Group Default</td>
</tr>
</tbody>
</table>
### Table C-6  Add User Profile Page Fields (continued)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host web meetings with</td>
<td>Whether or not web ports are reserved when users in this group set up meetings:</td>
<td>Full meeting room (licenses required)/</td>
</tr>
<tr>
<td></td>
<td>• Full meeting room—Reserves web ports, if available.</td>
<td>Participant list only (no licenses required)/</td>
</tr>
<tr>
<td></td>
<td>• Participant list only—Does not reserve web ports. Web meeting participants see the lite web meeting room.</td>
<td>Group Default</td>
</tr>
<tr>
<td></td>
<td>For information about the features available in the full web meeting room and the lite web meeting room, see the User Guide for Cisco Unified MeetingPlace Express.</td>
<td>Default: Group Default</td>
</tr>
<tr>
<td></td>
<td>Note that this field applies to both scheduled and reservationless meetings.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Restriction: Changes to this field are applied to each user only when the user logs in to Cisco Unified MeetingPlace Express after the change has been made. Therefore, if a user is logged in when this field is modified, the previous setting applies until the user logs out and logs back in.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Recommendation: If your system has fewer web ports than voice ports available for scheduled and reservationless meetings, then set this field to Participant list only (no licenses required) for most users. This configuration helps to keep web ports available for the users who need the full web meeting room to share files or applications. If you want all or most users to be able to schedule full web meetings, then make sure that an equal number of web ports and voice parts are available on your system for scheduled and reservationless meetings. See the “Information About Ports for Scheduled and Reservationless Meetings” section on page 5-7.</td>
<td></td>
</tr>
<tr>
<td>Reserve voice licenses when setting up meetings</td>
<td>Whether or not voice ports are reserved when users in this group set up meetings:</td>
<td>No/Yes/Group Default</td>
</tr>
<tr>
<td></td>
<td>• Yes—Reserves voice ports, if available.</td>
<td>Default: Group Default</td>
</tr>
<tr>
<td></td>
<td>• No—Does not reserve voice ports.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Note that this field applies to both scheduled and reservationless meetings.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Restriction: Changes to this field are applied to each user only when the user next logs in to Cisco Unified MeetingPlace Express after the change has been made. Therefore, if a user is logged in when this field is modified, the previous setting applies until the user logs out and logs back in.</td>
<td></td>
</tr>
</tbody>
</table>

### Restrictions

<table>
<thead>
<tr>
<th>Use reservationless</th>
<th>Whether or not this user can own reservationless meetings. This field displays (Yes) or hides (No) the Start Reservationless link in the web interface for this end user.</th>
<th>No/Yes/Group Default</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Restriction: This field is ignored if the Enable reservationless field is set to No. See the “About This Page: Meeting Configuration” section on page C-97.</td>
<td>Default: Group Default</td>
</tr>
</tbody>
</table>
Table C-6  Add User Profile Page Fields (continued)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum meeting length</td>
<td>Maximum length of a meeting, in minutes. This user cannot schedule meetings longer than this amount. Restriction: This number cannot exceed the value entered in the Maximum meeting length (minutes) field. See the “About This Page: Meeting Configuration” section on page C-97.</td>
<td>Range: 2 to 1440 Default: Group Default</td>
</tr>
<tr>
<td>Sending Notifications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enabled for this meeting</td>
<td>Whether or not notifications are sent when this user schedules meetings. For reservationless meetings, notifications are not sent.</td>
<td>No/Yes/Group Default Default: Group Default</td>
</tr>
<tr>
<td>Priority</td>
<td>Priority given to e-mail notifications sent when this user schedules meetings.</td>
<td>Low/Normal/Urgent/ Group Default Default: Group Default</td>
</tr>
<tr>
<td>Send if meeting changes</td>
<td>Whether or not e-mail notifications are sent when the following meeting parameters change: • Date or time • Password • Meeting ID • List of invitees Recommendation: Use a consistent setting across your user base. Also, avoid changing this setting once Cisco Unified MeetingPlace Express is already in use, because users might already expect and rely on the current e-mail notification behavior.</td>
<td>No/Yes/Group Default Default: Group Default</td>
</tr>
<tr>
<td>Include participant list</td>
<td>Whether or not to include the names of meeting invitees in e-mail notifications sent when this user schedules meetings.</td>
<td>No/Yes/Group Default Default: Group Default</td>
</tr>
<tr>
<td>Include password</td>
<td>Whether or not the meeting password (if any) is included in e-mail notifications sent when this user schedules a meeting.</td>
<td>No/Yes/Group Default Default: Group Default</td>
</tr>
</tbody>
</table>

Receiving Notifications

| Enable for receive | Whether or not this user receives e-mail notifications. | No/Yes/Group Default Default: Group Default |

1. The required format for phone numbers is determined by the call-control device for your IP telephony network. Therefore, enter phone numbers in the same format used to dial similar numbers from a phone on the same IP telephony network as Cisco Unified MeetingPlace Express. For example, if calls within your company are made by dialing the last four digits of a phone number, then enter only the last four digits in Cisco Unified MeetingPlace Express for internal phone numbers. If, however, you want Cisco Unified MeetingPlace Express to call a phone in a different area code, then you may need to include a 9 and the complete telephone number including the area code.

Related Topics
- About This Page: Add User Profile, page C-16
- Customizing the Cisco Unified MeetingPlace Express End-User Interfaces, page 13-1
Finding the Add User Profile Page

**Step 1** Log in to Cisco Unified MeetingPlace Express.

**Step 2** Click **Administration** at the top of the page.

**Step 3** On the left side of the page:
   - Click **User Configuration**.
   - Click **User Profile Management**.

**Step 4** Click the **Add New** button.

Related Topics
- About This Page: Add User Profile, page C-16

Tasks Using the Add User Profile Page

The Add User Profile page is used to complete the following tasks:
- Adding User Profiles Manually, page 8-28
- Configuring Reservationless Meetings, page 5-14
- Enabling Users to Reserve Voice Ports for Scheduled Meetings, page 5-15
- Enabling Users to Reserve Web Ports for Scheduled Meetings, page 5-16
- Configuring Zero-Port Voice Meetings, page 5-17
- Configuring Web-Only Meetings, page 5-18
- Configuring Continuous Meetings, page 5-20
- Configuring Requirements for Meeting Passwords, page 11-4
- Restricting Access to Scheduled Meetings and Recordings, page 11-5
- Enabling Languages, page 4-3

About This Page: Alarms

This page is used to display, delete, and export alarms in the Cisco Unified MeetingPlace Express system. Topics in this section include:
- Fields on the Alarms Page, page C-27
- Finding the Alarms Page, page C-27
- Tasks Using the Alarms Page, page C-27
Fields on the Alarms Page

<table>
<thead>
<tr>
<th>Table C-7</th>
<th>Alarms Page Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>Severity</td>
<td>Magnitude of the alarm. Can be major or minor.</td>
</tr>
<tr>
<td>Code</td>
<td>A number associated with this alarm.</td>
</tr>
<tr>
<td>Count</td>
<td>The number of times that the error occurred that triggered the alarm.</td>
</tr>
<tr>
<td>First Time</td>
<td>The first time that the error occurred that triggered the alarm.</td>
</tr>
<tr>
<td>Last Time</td>
<td>The most recent time that the error occurred that triggered the alarm.</td>
</tr>
<tr>
<td>Unit</td>
<td>This is always set to 0.</td>
</tr>
<tr>
<td>Software Module</td>
<td>The specific Cisco Unified MeetingPlace Express software module. Used for software faults only.</td>
</tr>
</tbody>
</table>

Related Topics
- About This Page: Alarms, page C-26

Finding the Alarms Page

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Log in to Cisco Unified MeetingPlace Express.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2</td>
<td>Click Administration at the top of the page.</td>
</tr>
<tr>
<td>Step 3</td>
<td>On the left side of the page:</td>
</tr>
<tr>
<td></td>
<td>a. Click Services.</td>
</tr>
<tr>
<td></td>
<td>b. Click Alarms.</td>
</tr>
</tbody>
</table>

Related Topics
- About This Page: Alarms, page C-26

Tasks Using the Alarms Page

The Alarms page is used to complete the following task:
- Viewing, Deleting, and Exporting Alarms, page 16-6
# About This Page: Audio Parameters

This page enables you to modify settings for the Cisco Unified MeetingPlace Express audio mixer. Topics in this section include:

- Fields on the Audio Parameters Page, page C-28
- Finding the Audio Parameters Page, page C-29
- Tasks Using the Audio Parameters Page, page C-29

## Fields on the Audio Parameters Page

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
</table>
| Maximum jitter buffer (milliseconds) | Maximum length of time, in milliseconds, that the RTP jitter buffer holds voice packets. If voice packets are held in the jitter buffer for too short a time, variations in delay may cause the buffer to underrun (become empty) and cause gaps in speech. On the other hand, packets that arrive at a full buffer will be dropped, which also causes gaps in speech. For more information about the jitter buffer, see the “About the Jitter Buffer Component” section on page 5-11. | Range: 100 to 250  
Default: 250 |
| Default G.711 packet size (milliseconds) | Default size, in milliseconds, of G.711 packets. | 10/20/30  
Default: 20 |
| RTP starting port                  | Lowest port number to which RTP packets are sent.                           | Range: 16384 to 32526  
Default 16384 |
| QOS DSCP                           | Layer 3 traffic classification applied to RTP packets to differentiate the voice packets from data packets. Recommendation: Keep the default value of this field. The other values are available for the rare instances when the network requires a different DSCP setting. For more information, see “About Quality of Service Requirements” section on page 2-2. | Choose from the options in the drop-down menu  
Default: EF DSCP (101110) |
| TTL                                | Time to live, in hops, for transmitted voice packets.                       | Range: 1 to 64  
Default: 64 |
Finding the Audio Parameters Page

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Log in to Cisco Unified MeetingPlace Express.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2</td>
<td>Click Administration at the top of the page.</td>
</tr>
<tr>
<td>Step 3</td>
<td>On the left side of the page:</td>
</tr>
<tr>
<td></td>
<td>a. Click System Configuration.</td>
</tr>
<tr>
<td></td>
<td>b. Click Call Configuration.</td>
</tr>
<tr>
<td></td>
<td>c. Click Audio Parameters.</td>
</tr>
</tbody>
</table>

Related Topics
- About This Page: Audio Parameters, page C-28

Tasks Using the Audio Parameters Page

The Audio Parameters page is used to complete the following task:
- Configuring Audio Parameters, page 5-22
About This Page: Billing Report

This page provides billing information for all meetings held in a specified date range. Topics in this section include:

- Fields on the Billing Report Page, page C-30
- Output Fields of the Billing Report Page, page C-31
- Finding the Billing Report Page, page C-32
- Tasks Using the Billing Report Page, page C-33

Fields on the Billing Report Page

Table C-9   Billing Report Page Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report type</td>
<td>The format in which you want the billing report delivered.</td>
<td>html, txt, Default: html</td>
</tr>
<tr>
<td>Destination</td>
<td>Destination of the generated report output. For descriptions and restrictions for each option, see the “About Report Destinations” section on page 10-2.</td>
<td>Screen, File, Printer, Default: Screen</td>
</tr>
<tr>
<td>Start date</td>
<td>The starting date for the billing report.</td>
<td>Format: mm/dd/yyyy, Default: yesterday’s date</td>
</tr>
<tr>
<td>End date</td>
<td>The ending date for the billing report.</td>
<td>Format: mm/dd/yyyy, Default: today’s date</td>
</tr>
<tr>
<td>Cents per minute (voice)</td>
<td>Billing rate, in cents, used to calculate the usage cost for voice meetings.</td>
<td>Range: 0 to 5000, Default: 20</td>
</tr>
<tr>
<td>Cents per minute (full web)</td>
<td>Billing rate, in cents, used to calculate the usage cost for full web meetings.</td>
<td>Range: 0 to 5000, Default: 20</td>
</tr>
<tr>
<td>Cents per minute (lite web)</td>
<td>Billing rate, in cents, used to calculate the usage cost for lite web meetings.</td>
<td>Range: 0 to 5000, Default: 20</td>
</tr>
<tr>
<td>Check Boxes</td>
<td>Displays all fields in the report output. Unchecking this check box clears all check boxes, except Billing code, User ID, and Meeting ID.</td>
<td>—</td>
</tr>
<tr>
<td>Billing code</td>
<td>Code used in billing reports. For more information, see the “About Billing Information” section on page 8-19. Note that this check box cannot be cleared.</td>
<td>—</td>
</tr>
<tr>
<td>User ID</td>
<td>Username of the meeting scheduler. Note that this check box cannot be cleared.</td>
<td>—</td>
</tr>
</tbody>
</table>
Output Fields of the Billing Report Page

The Billing Report page provides billing information for all meetings held in the specified date range. The report output is grouped by billing code and user. Table C-10 describes the output fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billing Code</td>
<td>Code used in billing reports. For more information, see the “About Billing Information” section on page 8-19.</td>
</tr>
<tr>
<td>User ID</td>
<td>ID of the end user.</td>
</tr>
<tr>
<td>Name</td>
<td>First and last name of the end user.</td>
</tr>
<tr>
<td>Date/Time</td>
<td>Date and time at which the meeting was held.</td>
</tr>
<tr>
<td>Meeting ID</td>
<td>Meeting ID, which uniquely identifies the meeting. If you do not specify one, the system automatically assigns your phone number as the meeting ID.</td>
</tr>
<tr>
<td>Voice Minutes</td>
<td>Total number of minutes used by all voice-only meeting participants during this meeting.</td>
</tr>
<tr>
<td>Voice Cost</td>
<td>Voice cost of the meeting, calculated by multiplying the Voice Minutes output field by the value configured in the Cents per minute (voice) field.</td>
</tr>
<tr>
<td>Full Web Minutes</td>
<td>Total number of minutes used by all full-web meeting participants during this meeting.</td>
</tr>
</tbody>
</table>
Table C-10  Billing Report Page Output Fields (continued)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Web Cost</td>
<td>Full web cost of the meeting, calculated by multiplying the Full Web Minutes output field by the value configured in the Cents per minute (full web) field.</td>
</tr>
<tr>
<td>Roster-only Web Minutes</td>
<td>Total number of minutes used by all lite meeting room participants during this meeting.</td>
</tr>
<tr>
<td>Roster-only Web Cost</td>
<td>Roster-only web cost of the meeting, calculated by multiplying the Roster-only Web Minutes output field by the value configured in the Cents per minute (lite web) field.</td>
</tr>
<tr>
<td>Total Cost</td>
<td>Sum of the Voice Cost, Full Web Cost, and Roster-only Web Cost.</td>
</tr>
</tbody>
</table>
| Total Meeting Stats User <User ID> | Total sum of the following fields for the specified end user:  
  - Voice Minutes  
  - Voice Cost  
  - Full Web Minutes  
  - Full Web Cost  
  - Roster-only Web Minutes  
  - Roster-only Web Cost  
  - Total Cost |
| Total Meetings for User <User ID> | Total number of meetings billed to the specified end user.  |
| Total Meeting Stats for Bill Code <Billing Code> | Sum of the following fields for all end users assigned to the specified billing code:  
  - Voice Minutes  
  - Voice Cost  
  - Full Web Minutes  
  - Full Web Cost  
  - Roster-only Web Minutes  
  - Roster-only Web Cost  
  - Total Cost |
| Total Meetings for Bill Code <Billing Code>: | Total number of meetings billed to this billing code. |

Related Topics
- About This Page: Billing Report, page C-30

Finding the Billing Report Page

**Step 1**  Log in to Cisco Unified MeetingPlace Express.

**Step 2**  At the top of the page, click Administration.
Step 3 On the left side of the page:
   a. Click Reports.
   b. Click Billing Report.

Related Topics
   • About This Page: Billing Report, page C-30

Tasks Using the Billing Report Page

The Billing Report page is used to complete the following tasks:
   • Running a Report about Billing, page 10-11

About This Page: Call Configuration

The Call Configuration page leads to other pages with the options listed in Table C-12.

<table>
<thead>
<tr>
<th>Table C-11</th>
<th>Call Configuration Area Options and Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Options</td>
<td>Administration Center Pages</td>
</tr>
</tbody>
</table>
| Configuring Call-Control Integration for Cisco Unified MeetingPlace Express | • About This Page: H.323 Configuration, page C-75  
|             | • About This Page: SIP Configuration, page C-131 |
| Configuring Direct Meeting Dial-In | • About This Page: Dial Configuration, page C-42 |
| Configuring Audio Parameters | • About This Page: Audio Parameters, page C-28 |

About This Page: Certificate Management

The Certificate Management page leads to other pages with the options listed in Table C-12.

<table>
<thead>
<tr>
<th>Table C-12</th>
<th>Certificate Management Area Options and Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Options</td>
<td>Administration Center Pages</td>
</tr>
</tbody>
</table>
| Obtaining Certificates, page 12-2 | • About This Page: Generate Certificate Signing Requests (CSRs), page C-69  
|             | • About This Page: Download Certificate Signing Request, page C-49 |
| Enabling SSL, page 12-3 | • About This Page: Enable SSL for the End-User Interface, Administration Center, and Web Conferencing, page C-63 |
| Disabling SSL, page 12-5 | • About This Page: Disable SSL, page C-44 |
| Displaying a Certificate, page 12-6 | • About This Page: Display Certificate, page C-47 |
| Downloading a Certificate, page 12-6 | • About This Page: Download Certificate, page C-48 |
About This Page: Configure Backup

This page is used to configure automatic system backups and archiving. Topics in this section include:

- Fields on the Configure Backup Page, page C-34
- Finding the Configure Backup Page, page C-35
- Tasks Using the Configure Backup Page, page C-35

Fields on the Configure Backup Page

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enable automatic backup</td>
<td>Defines whether to enable the system to automatically perform Level 0 (L0), Level 1 (L1), and Level 2 (L2) database backups.</td>
<td>Yes, No, Default: Yes</td>
</tr>
<tr>
<td>Enable automatic archiving</td>
<td>Defines whether to enable the system to automatically archive the database after a backup.</td>
<td>Yes, No, Default: No</td>
</tr>
<tr>
<td>Archiving method</td>
<td>Selects the method for archiving the backup files and other critical files.</td>
<td>Remote (SSH/rsync), Remote (FTP), Default: Remote (SSH/rsync)</td>
</tr>
<tr>
<td>Pathname location of archive</td>
<td>Defines the location of the directory where the archived database is saved.</td>
<td>Any valid directory, Default: /dev/null</td>
</tr>
<tr>
<td>Remote archive host</td>
<td>Defines the name of the host to which the files are archived.</td>
<td>Host name or IP address of the remote machine, Default: localhost</td>
</tr>
<tr>
<td>Remote host username</td>
<td>Defines the username used to authenticate to the remote host.</td>
<td>Username used on the remote machine, Default: root</td>
</tr>
</tbody>
</table>
Finding the Configure Backup Page

Step 1  Log in to Cisco Unified MeetingPlace Express.
Step 2  Click Administration at the top of the page.
Step 3  On the left side of the page:
   a.  Click Maintenance.
   b.  Click Configure Backup.

Tasks Using the Configure Backup Page

The Configure Backup page is used to complete the following task:
   •  Configuring Backups, page 15-12

About This Page: Custom Prompts

This page is used to add and delete custom voice prompts from the Cisco Unified MeetingPlace Express database. Topics in this section include:
   •  Fields on the Custom Prompts Page, page C-36
   •  Display Options for the Custom Prompts Page, page C-36
   •  Finding the Custom Prompts Page, page C-36
   •  Tasks Using the Custom Prompts Page, page C-37

Table C-13  Configure Backup Page Fields (continued)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remote host password</td>
<td>Defines the password used to authenticate to the remote host.</td>
<td>Password associated with the username used on the remote machine.</td>
</tr>
<tr>
<td></td>
<td>Note that to ensure security, the password is displayed as asterisks.</td>
<td>Default: *************</td>
</tr>
<tr>
<td>Notification e-mail</td>
<td>Defines the e-mail address to which the Cisco Unified MeetingPlace Express system sends the archive execution status.</td>
<td>Any valid e-mail address.</td>
</tr>
</tbody>
</table>
## Fields on the Custom Prompts Page

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installed languages</td>
<td>The languages that are currently installed on your Cisco Unified MeetingPlace Express system.</td>
<td>Choose from the drop-down menu of installed languages. Default: English (US)</td>
</tr>
<tr>
<td>File to upload</td>
<td>The name of the file that contains the custom voice prompt to upload.</td>
<td>To locate the file, click <strong>Browse</strong>.</td>
</tr>
<tr>
<td>Files</td>
<td>Lists all custom voice prompts that have been uploaded.</td>
<td>—</td>
</tr>
</tbody>
</table>

### Related Topics
- About This Page: Custom Prompts, page C-35

## Display Options for the Custom Prompts Page

By default, the Custom Prompt page displays 20 custom voice prompts per page. Table C-15 describes how to change how custom voice prompts are displayed.

<table>
<thead>
<tr>
<th>To Display a shorter or longer list of custom voice prompts in one view</th>
<th>Do This</th>
</tr>
</thead>
<tbody>
<tr>
<td>At the bottom of the page, in the Rows per page field, select the number of custom voice prompts to display. You can choose 10, 20, or 30.</td>
<td></td>
</tr>
<tr>
<td>Display a different page of custom voice prompts</td>
<td>At the bottom of the page, do one of the following:</td>
</tr>
<tr>
<td>At the bottom of the page, do one of the following:</td>
<td>• In the Go field, enter the page number to display, and click <strong>Go</strong>.</td>
</tr>
<tr>
<td>• Click the arrows to page through the list.</td>
<td></td>
</tr>
</tbody>
</table>

### Related Topics
- About This Page: Custom Prompts, page C-35

## Finding the Custom Prompts Page

1. **Log in to Cisco Unified MeetingPlace Express.**
2. **Click **Administration** at the top of the page.**
Step 3  On the left side of the page:

a. Click Maintenance.

b. Click Custom Prompts.

Related Topics

- About This Page: Custom Prompts, page C-35

Tasks Using the Custom Prompts Page

The Custom Prompt page is used to complete the following tasks:

- Customizing Voice Prompts, page 13-6
- Deleting Custom Voice Prompts, page 13-7

About This Page: Customize Interface

The Customize Interface page leads to other pages with the options listed in Table C-16.

<table>
<thead>
<tr>
<th>Option</th>
<th>Administration Center Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adding a Custom Graphic to the Cisco Unified MeetingPlace Express</td>
<td>About This Page: Add Logo, page C-5</td>
</tr>
<tr>
<td>End-User Web Interface, page 13-2</td>
<td></td>
</tr>
<tr>
<td>Customizing the End User’s Schedule Meeting Page, page 13-4</td>
<td>About This Page: Customize Schedule Meeting Page, page C-37</td>
</tr>
<tr>
<td>Customizing the End User’s Edit Profile Page, page 13-4</td>
<td>About This Page: Customize the Edit Profile Page, page C-39</td>
</tr>
<tr>
<td>Showing or Hiding the “Download Outlook Plug-In” Link in the End-User</td>
<td>About This Page: Customize Outlook Plug-In Download, page C-40</td>
</tr>
<tr>
<td>Web Interface, page 13-5</td>
<td></td>
</tr>
</tbody>
</table>

About This Page: Customize Schedule Meeting Page

This page is used to customize the fields that end users see when they schedule a meeting. Topics in this section include:

- Field Headers on the Customize Schedule Meeting Page, page C-38
- Fields on the Customize Schedule Meeting Page, page C-38
- Finding the Customize Schedule Meeting Page, page C-38
- Tasks Using the Customize Schedule Meeting Page, page C-39
Field Headers on the Customize Schedule Meeting Page

<table>
<thead>
<tr>
<th>Table C-17</th>
<th>Customize Schedule Meeting Page Field Headers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Header</td>
<td>Description</td>
</tr>
<tr>
<td>Scheduling Fields</td>
<td>The name of the field that is displayed on the scheduling page that the end user sees.</td>
</tr>
<tr>
<td>Basic Settings</td>
<td>Specifies if the scheduling field should be displayed by default on the Schedule Meeting page.</td>
</tr>
<tr>
<td>Advanced Settings</td>
<td>Specifies if the scheduling field should be displayed when the end user clicks More Options on the Schedule Meeting page.</td>
</tr>
<tr>
<td>Show</td>
<td>Specifies if this field should be displayed on the Schedule Meetings page.</td>
</tr>
</tbody>
</table>

Related Topics
- About This Page: Customize Schedule Meeting Page, page C-37

Fields on the Customize Schedule Meeting Page

<table>
<thead>
<tr>
<th>Table C-18</th>
<th>Customize Schedule Meeting Page Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>Publish meeting</td>
<td>Whether or not to publicly display this meeting on the Find Meeting page.</td>
</tr>
<tr>
<td>Billing code</td>
<td>Code used in billing reports. For more information, see the “About Billing Information” section on page 8-19.</td>
</tr>
<tr>
<td>Language</td>
<td>The language for the Cisco Unified MeetingPlace Express voice prompts.</td>
</tr>
<tr>
<td>Who can attend</td>
<td>If anyone can attend this meeting or only end users with Cisco Unified MeetingPlace Express profiles can attend this meeting.</td>
</tr>
<tr>
<td>Entry announcement</td>
<td>Announcement played when this end user joins a meeting.</td>
</tr>
<tr>
<td>Exit announcement</td>
<td>Announcement played when this end user exits a meeting.</td>
</tr>
</tbody>
</table>

Related Topics
- About This Page: Customize Schedule Meeting Page, page C-37

Finding the Customize Schedule Meeting Page

Step 1 Log in to Cisco Unified MeetingPlace Express.
Step 2 Click Administration at the top of the page.
Step 3  On the left side of the page:
   a. Click Customize Interface.
   b. Click Customize Schedule Meeting Page.

Related Topics
- About This Page: Customize Schedule Meeting Page, page C-37

Tasks Using the Customize Schedule Meeting Page

The Customize Schedule Meeting Page is used to complete the following task:
- Customizing the End User’s Schedule Meeting Page, page 13-4

About This Page: Customize the Edit Profile Page

This page is used to customize the fields that end users see when they update their user profiles. Topics in this section include:
- Fields on the Customize the Edit Profile Page, page C-39
- Finding the Customize the Edit Profile Page, page C-40
- Tasks Using the Customize the Edit Profile Page, page C-40

Fields on the Customize the Edit Profile Page

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Profiles</strong></td>
<td></td>
</tr>
<tr>
<td>Headers</td>
<td></td>
</tr>
<tr>
<td>Profile Fields</td>
<td>The name of the field that is displayed on the Edit Profile page in the end-user web interface.</td>
</tr>
<tr>
<td>Show</td>
<td>Specifies if this field should be displayed on the Edit Profile page in the end-user web interface.</td>
</tr>
<tr>
<td><strong>Fields</strong></td>
<td></td>
</tr>
<tr>
<td>First name</td>
<td>First name</td>
</tr>
<tr>
<td>Last name</td>
<td>Last name</td>
</tr>
<tr>
<td>Group name</td>
<td>Group name</td>
</tr>
<tr>
<td>Method of attending</td>
<td>Method of attending</td>
</tr>
<tr>
<td>Find me at 1</td>
<td>Search order for “Find Me”</td>
</tr>
<tr>
<td>Find me at 2</td>
<td></td>
</tr>
<tr>
<td>Find me at 3</td>
<td></td>
</tr>
<tr>
<td>Language</td>
<td>Language</td>
</tr>
</tbody>
</table>
Finding the Customize the Edit Profile Page

**Step 1** Log in to Cisco Unified MeetingPlace Express.

**Step 2** Click **Administration** at the top of the page.

**Step 3** On the left side of the page:

a. Click **Customize Interface**.

b. Click **Customize Edit User Profile Page**.

Related Topics
- About This Page: Customize the Edit Profile Page, page C-39

Tasks Using the Customize the Edit Profile Page

The Customize Edit User Profile Page is used to complete the following task:

- Customizing the End User’s Edit Profile Page, page 13-4

About This Page: Customize Outlook Plug-In Download

This page is used to show or hide the “Download Outlook Plug-In” link at the bottom of the Attend and Schedule Meeting end-user web pages. Topics in this section include:

- Options for the Customize Outlook Plug-In Download, page C-41
- Finding the Customize Outlook Plug-In Download, page C-41
- Tasks Using the Customize Outlook Plug-In Download, page C-41
Options for the Customize Outlook Plug-In Download

Table C-20  Customize Outlook Plug-In Download Page Options

<table>
<thead>
<tr>
<th>To</th>
<th>Do This</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show the “Download Outlook Plug-In” link at the bottom of the Attend end-user web page</td>
<td>Check the check box in the “Attend” row.</td>
</tr>
<tr>
<td>Hide the “Download Outlook Plug-In” link at the bottom of the Attend end-user web page</td>
<td>Uncheck the check box in the “Attend” row.</td>
</tr>
<tr>
<td>Show the “Download Outlook Plug-In” link at the bottom of the Schedule end-user web page</td>
<td>Check the check box in the “Schedule” row.</td>
</tr>
<tr>
<td>Hide the “Download Outlook Plug-In” link at the bottom of the Schedule end-user web page</td>
<td>Uncheck the check box in the “Schedule” row.</td>
</tr>
</tbody>
</table>

Related Topics

- About This Page: Customize Outlook Plug-In Download, page C-40
- About This Page: Outlook Plug-In Configuration, page C-117
- About This Page: Exchange Server Configuration, page C-66
- Information About Microsoft Outlook Integration, page B-1

Finding the Customize Outlook Plug-In Download

Step 1 Log in to Cisco Unified MeetingPlace Express.
Step 2 Click Administration at the top of the page.
Step 3 On the left side of the page:
  a. Click Customize Interface.
  b. Click Customize Outlook Plug-In Download.

Related Topics

- About This Page: Customize Outlook Plug-In Download, page C-40
- Information About Microsoft Outlook Integration, page B-1

Tasks Using the Customize Outlook Plug-In Download

The Customize Outlook Plug-In Download Page is used to complete the following task:

- Showing or Hiding the “Download Outlook Plug-In” Link in the End-User Web Interface, page 13-5
About This Page: Dial Configuration

This page is used to connect Cisco Unified MeetingPlace Express to a call-control device, such as Cisco Unified CallManager. Topics in this section include:

- Fields on the Dial Configuration Page, page C-42
- Finding the Dial Configuration Page, page C-42
- Tasks Using the Dial Configuration Page, page C-43

Fields on the Dial Configuration Page

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outdials</td>
<td>Whether dial-out calls use H.323 or SIP</td>
<td>H.323/SIP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Default: H.323</td>
</tr>
<tr>
<td>Save</td>
<td>Saves the dial-out settings.</td>
<td></td>
</tr>
<tr>
<td>Direct Meeting Dial-in</td>
<td>edit</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Opens the Dial Configuration Details page, from which you can create or edit the dialing group.</td>
<td>—</td>
</tr>
<tr>
<td></td>
<td>For more information about dialing groups, see the “About Direct Meeting Dial-In” section on page 5-10.</td>
<td>—</td>
</tr>
<tr>
<td>Delete Selected</td>
<td>Deletes the dialing groups with checked check boxes.</td>
<td>—</td>
</tr>
<tr>
<td>Cancel</td>
<td>Exits the page without saving any changes.</td>
<td>—</td>
</tr>
</tbody>
</table>

Related Topics
- About This Page: Dial Configuration, page C-42

Finding the Dial Configuration Page

1. Log in to Cisco Unified MeetingPlace Express.
2. Click Administration at the top of the page.
3. On the left side of the page:
   a. Click System Configuration.
   b. Click Call Configuration.
   c. Click Dial Configuration.

Related Topics
- About This Page: Dial Configuration, page C-42
Tasks Using the Dial Configuration Page

The Dial Configuration page is used to complete the following tasks:

- Configuring Direct Meeting Dial-In, page 5-21
- Configuring Call-Control Integration for Cisco Unified MeetingPlace Express, page 7-1

About This Page: Dial Configuration Details

This page is used to configure dialing groups, which associate specific phone numbers with specific meeting IDs. Topics in this section include:

- Fields on the Dial Configuration Details Page, page C-43
- Finding the Dial Configuration Details Page, page C-43
- Tasks Using the Dial Configuration Details Page, page C-44

Fields on the Dial Configuration Details Page

<table>
<thead>
<tr>
<th>Table C-22 Dial Configuration Details Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field</td>
</tr>
<tr>
<td>Group number</td>
</tr>
<tr>
<td>Phone number</td>
</tr>
<tr>
<td>Meeting ID</td>
</tr>
</tbody>
</table>

Related Topics
- About This Page: Dial Configuration Details, page C-43

Finding the Dial Configuration Details Page

Step 1
Log in to Cisco Unified MeetingPlace Express.

Step 2
Click Administration at the top of the page.

Step 3
On the left side of the page:
  a. Click System Configuration.
  b. Click Call Configuration.
  c. Click Dial Configuration.

Step 4
Click Edit on one of the twelve Direct Meeting Dial-in table rows.

Related Topics
- About This Page: Dial Configuration Details, page C-43
Tasks Using the Dial Configuration Details Page

The Dial Configuration Details page is used to complete the following tasks:

- Configuring Direct Meeting Dial-In, page 5-21

About This Page: Disable SSL

This page is used to disable SSL in your Cisco Unified MeetingPlace Express system. Topics in this section include:

- Finding the Disable SSL Page, page C-44
- Tasks Using the Disable SSL Page, page C-44

Finding the Disable SSL Page

**Step 1**  
Log in to Cisco Unified MeetingPlace Express.

**Step 2**  
Click Administration at the top of the page.

**Step 3**  
On the left side of the page:

- Click Certificate Management.
- Click Disable SSL.

Related Topics

- About This Page: Disable SSL, page C-44

Tasks Using the Disable SSL Page

The Disable SSL page is used to complete the following task:

- Disabling SSL, page 12-5

About This Page: Disk Usage Report

This page is used to run reports about disk usage to track available recording space in current disks. Topics in this section include:

- Fields on the Disk Usage Report Page, page C-45
- Output Fields of the Disk Usage Report Page, page C-46
- Finding the Disk Usage Report Page, page C-47
- Tasks Using the Disk Usage Report Page, page C-47
## Fields on the Disk Usage Report Page

### Table C-23  Disk Usage Report Page Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report type</td>
<td>The format in which you want the report delivered.</td>
<td>html, txt, Default: html</td>
</tr>
<tr>
<td>Destination</td>
<td>Destination of the generated report output. For descriptions and restrictions for each option, see the “About Report Destinations” section on page 10-2.</td>
<td>Screen, File, Printer, Default: Screen</td>
</tr>
<tr>
<td>Start date</td>
<td>The starting date for the disk usage report.</td>
<td>Format: mm/dd/yyyy, Default: yesterday’s date</td>
</tr>
<tr>
<td>End date</td>
<td>The ending date for the disk usage report.</td>
<td>Format: mm/dd/yyyy, Default: today’s date</td>
</tr>
<tr>
<td>Check Boxes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Show all fields</td>
<td>Displays all fields in the report output.</td>
<td>—</td>
</tr>
<tr>
<td>Organizer</td>
<td>Name of the meeting scheduler.</td>
<td>—</td>
</tr>
<tr>
<td>Billing code</td>
<td>Code used in billing reports.</td>
<td>—</td>
</tr>
<tr>
<td>Scheduled length</td>
<td>Length of time scheduled for the meeting.</td>
<td>—</td>
</tr>
<tr>
<td>Dialable conference ID</td>
<td>Meeting ID.</td>
<td>—</td>
</tr>
<tr>
<td>Meeting recording</td>
<td>Whether or not this meeting was recorded.</td>
<td>—</td>
</tr>
<tr>
<td>Roll call</td>
<td>Number of minutes used to record the participant names or locations.</td>
<td>—</td>
</tr>
<tr>
<td>Conference name</td>
<td>Meeting subject.</td>
<td>—</td>
</tr>
<tr>
<td>Date held</td>
<td>Date and time that this meeting took place.</td>
<td>—</td>
</tr>
<tr>
<td>Disk space purge date</td>
<td>Date and time after which the meeting recordings will be deleted from the file system.</td>
<td>—</td>
</tr>
<tr>
<td>Actual length</td>
<td>Actual meeting length, from when the first meeting participant joined to when the last meeting participant left.</td>
<td>—</td>
</tr>
<tr>
<td>Total recording space</td>
<td>Total amount of disk space used for recording.</td>
<td>—</td>
</tr>
</tbody>
</table>

### Related Topics
- About This Page: Disk Usage Report, page C-44
## Output Fields of the Disk Usage Report Page

The report output provides disk usage information for all meetings held in the specified date range. The report output is grouped by end user.

### Table C-24 Disk Usage Report Page Output Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organizer</td>
<td>First and last name of the meeting scheduler.</td>
</tr>
<tr>
<td>Mtg ID</td>
<td>ID of the meeting.</td>
</tr>
<tr>
<td>Mtg Name</td>
<td>Meeting subject.</td>
</tr>
<tr>
<td>Date Held</td>
<td>Date and time that the meeting took place.</td>
</tr>
<tr>
<td>Billing Code</td>
<td>Code used in billing reports. For more information, see the “About Billing Information” section on page 8-19.</td>
</tr>
<tr>
<td>Disk Space Purge Date</td>
<td>Date and time after which the meeting recordings will be deleted.</td>
</tr>
<tr>
<td>Scheduled Length (Minutes)</td>
<td>Scheduled meeting length, in minutes.</td>
</tr>
<tr>
<td>Actual Length (Minutes)</td>
<td>Actual meeting length, in minutes, from when the first meeting participant joined to when the last meeting participant left.</td>
</tr>
<tr>
<td>Roll Call (Minutes)</td>
<td>Length, in minutes, of recorded participant names or locations.</td>
</tr>
<tr>
<td>Meeting Recording (Minutes)</td>
<td>Length, in minutes, of the meeting recording. Meeting recordings typically use 16 kilobits of disk space per recorded second.</td>
</tr>
<tr>
<td>Total Recording Space (Minutes)</td>
<td>Number of minutes used to record the meeting, participant names or locations, the meeting subject, and introductions to the recorded file.</td>
</tr>
<tr>
<td>Total Disk Usage Stats for &lt;Name&gt;</td>
<td>Sums of the following columns for the end user:</td>
</tr>
<tr>
<td></td>
<td>- Scheduled Length (Minutes)</td>
</tr>
<tr>
<td></td>
<td>- Actual Length (Minutes)</td>
</tr>
<tr>
<td></td>
<td>- Roll Call (Minutes)</td>
</tr>
<tr>
<td></td>
<td>- Meeting Recording (Minutes)</td>
</tr>
<tr>
<td></td>
<td>- Total Recording Space (Minutes)</td>
</tr>
<tr>
<td>Total Meetings</td>
<td>Total number of meetings in this report that were scheduled by the end user.</td>
</tr>
</tbody>
</table>

### Related Topics

- [About This Page: Disk Usage Report, page C-44](#)
Finding the Disk Usage Report Page

Step 1: Log in to Cisco Unified MeetingPlace Express.
Step 2: At the top of the page, click Administration.
Step 3: On the left side of the page:
   a. Click Reports.
   b. Click Disk Usage Report.

Related Topics
- About This Page: Disk Usage Report, page C-44

Tasks Using the Disk Usage Report Page

The Disk Usage Report page is used to complete the following tasks:
- Running a Report about Disk Usage, page 10-13

About This Page: Display Certificate

This page is used to display details of your certificates, such as the valid dates and signatures. Topics in this section include:
- Tasks Using the Display Certificate Page, page C-47

Finding the Display Certificate Page

Related Topics
- About This Page: Display Certificate, page C-47

Tasks Using the Display Certificate Page

This page is used to complete the following task:
- Displaying a Certificate, page 12-6
About This Page: Download a Language Property File

This page is used to download language property files from Cisco Unified MeetingPlace Express. Language property files define the language translations of tags used in e-mail notification templates. Topics in this section include:

- Finding the Download a Language Property File Page, page C-48
- Tasks Using the Download a Language Property File Page, page C-48

Finding the Download a Language Property File Page

Step 1  Log in to Cisco Unified MeetingPlace Express.
Step 2  At the top of the page, click Administration.
Step 3  On the left side of the page:
  a. Click System Configuration.
  b. Click E-Mail Service Administration.
  c. Click E-Mail Notification Template Configuration.
  d. Click Download a Language Property File.

Related Topics
- About This Page: Download a Language Property File, page C-48

Tasks Using the Download a Language Property File Page

This page is used to complete the following task:
- Downloading a Language Property File, page 14-10

About This Page: Download Certificate

This page is used to download certificates from Cisco Unified MeetingPlace Express. Topics in this section include:

- Finding the Download Certificate Page, page C-48
- Tasks Using the Download Certificate Page, page C-49

Finding the Download Certificate Page

Step 1  Log in to Cisco Unified MeetingPlace Express.
Step 2  Click Administration at the top of the page.
Step 3  On the left side of the page:
   a. Click Certificate Management.
   b. Click Download Certificates.

Related Topics
- About This Page: Download Certificate, page C-48

Tasks Using the Download Certificate Page

This page is used to complete the following task:
- Downloading a Certificate, page 12-6

About This Page: Download Certificate Signing Request

This page is used to generate certificate signing requests (CSRs). Topics in this section include:
- Finding the Download Certificate Signing Request Page, page C-49
- Tasks Using the Download Certificate Signing Request Page, page C-49

Finding the Download Certificate Signing Request Page

Step 1  Log in to Cisco Unified MeetingPlace Express.
Step 2  Click Administration at the top of the page.
Step 3  On the left side of the page:
   a. Click Certificate Management.
   b. Click Generate CSRs.
Step 4  On the Generate Certificate Signing Requests (CSRs) page, enter values in the fields, which are described in the “About This Page: Generate Certificate Signing Requests (CSRs)” section on page C-69.
Step 5  Click Generate CSRs.

Related Topics
- About This Page: Download Certificate Signing Request, page C-49

Tasks Using the Download Certificate Signing Request Page

This page is used to complete the following task:
- Obtaining Certificates, page 12-2
About This Page: Edit Language Property File

This page is used to edit language property files, which define the language translations of tags used in e-mail notifications. Topics in this section include:

- Fields on the Edit Language Property File Page, page C-50
- Editing Area of the Edit Language Property File Page, page C-50
- Finding the Edit Language Property File Page, page C-50
- Tasks Using the Edit Language Property File Page, page C-51

Fields on the Edit Language Property File Page

Table C-25 Edit Language Property File Page Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language:</td>
<td>Which language property file to view and modify.</td>
<td>Choose from the drop-down menu of installed and enabled languages. Default: en_US (U.S. English)</td>
</tr>
</tbody>
</table>

Related Topics
- About This Page: Edit Language Property File, page C-50

Editing Area of the Edit Language Property File Page

Use the editing area on this page to modify language property files, which define the language translations of the tags used in the templates.

- Because the same tags are used in multiple templates, you should preview all templates after modifying a language property file.
- To view or modify a different language property file, modify the Language: field at the top of the page.

Related Topics
- Editing Templates for E-Mail Notifications, page 14-8
- About This Page: Edit Language Property File, page C-50

Finding the Edit Language Property File Page

**Step 1** Log in to Cisco Unified MeetingPlace Express.

**Step 2** At the top of the page, click Administration.
Step 3  On the left side of the page:

a. Click System Configuration.
b. Click E-Mail Service Administration.
c. Click E-Mail Notification Template Configuration.
d. Click Edit Language Property File.

Related Topics

- About This Page: Edit Language Property File, page C-50

Tasks Using the Edit Language Property File Page

This page is used to complete the following task:

- Editing a Language Property File, page 14-12

About This Page: Edit Master Template (Advanced)

This page is used to modify the content and appearance of e-mail notifications. Topics in this section include:

- Fields on the Edit Master Template (Advanced) Page, page C-51
- Editing Areas of the Edit Master Template (Advanced) Page, page C-52
- Finding the Edit Master Template (Advanced) Page, page C-53
- Tasks Using the Edit Master Template (Advanced) Page, page C-53

Fields on the Edit Master Template (Advanced) Page

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Template</td>
<td>Which template is being modified:</td>
<td>NotifyCancelAll/NotifyCancel/NotifyReSchedule/NotifySchedule/NotifyScheduleRes/EmailBlast</td>
</tr>
<tr>
<td></td>
<td>- NotifyCancelAll—All meetings from the recurring chain cancelled</td>
<td>Default: NotifyCancelAll</td>
</tr>
<tr>
<td></td>
<td>- NotifyCancel—Meeting cancelled</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- NotifyReSchedule—Meeting rescheduled</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- NotifySchedule—New meeting scheduled</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- NotifyScheduleRes—(Outlook only) New reservationless meeting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- EmailBlast—E-mail blast</td>
<td></td>
</tr>
</tbody>
</table>
Table C-26  Edit Master Template (Advanced) Page Fields (continued)

<table>
<thead>
<tr>
<th>Field (continued)</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
</table>
| Format            | Whether to modify the HTML or text version of the template.  
If you modify an e-mail notification template, you must modify both the HTML and plain text formats to keep them consistent with each other. Otherwise, users may receive different information about the same meeting, depending on the E-mail format setting in each user profile. | html/txt  
Default: html |
| Language          | Which language property file to view and modify. | Choose from the drop-down menu of installed and enabled languages.  
Default: en_US (U.S. English) |

Related Topics
- E-Mail Notification Template Types, page 14-3
- Information About E-Mail Notification Templates and Language Property Files, page 14-2
- About This Page: Edit Master Template (Advanced), page C-51

Editing Areas of the Edit Master Template (Advanced) Page

The Edit Master Template (Advanced) page has two editing areas:
- Left—Use the editing area on the left side of the page to modify the appearance of e-mail notifications.
  - For the HTML format, you can modify the font, size, color, and alignment of the text. You can also insert horizontal lines and hypertext links and modify the location of the graphics.
  - The tags ($notify_xxxx) are defined in language property files, one of which appears on the right side of the page.
- Right—Use the editing area on the right side of the page to modify language property files, which define the language translations of the tags used in the templates.
  - Because the same tags are used in multiple templates, you should preview all templates after modifying a language property file.
  - To view or modify a different language property file, modify the Language field at the top of the page.

Note
The following notes apply to the graphics in e-mail notifications:
- The HTML templates display only the size and location of each graphic.
- Graphics cannot be previewed through the Administration Center and are displayed only in actual e-mail notifications.
- E-mail notification graphics cannot be modified or replaced.
- New graphics cannot be added to e-mail notifications.
Finding the Edit Master Template (Advanced) Page

Step 1  Log in to Cisco Unified MeetingPlace Express.
Step 2  At the top of the page, click Administration.
Step 3  On the left side of the page:
  a. Click System Configuration.
  b. Click E-Mail Service Administration.
  c. Click E-Mail Notification Template Configuration.
  d. Click Edit Master Template (Advanced).

Related Topics
- About This Page: Edit Master Template (Advanced), page C-51

Tasks Using the Edit Master Template (Advanced) Page

This page is used to complete the following task:
- Editing Templates for E-Mail Notifications, page 14-8

About This Page: Edit Master Template (Basic)

This page is used to modify the content and appearance of e-mail notifications. Topics in this section include:
- Fields on the Edit Master Template (Basic) Page, page C-54
- Editing Area of the Edit Master Template (Basic) Page, page C-54
- Finding the Edit Master Template (Basic) Page, page C-55
- Tasks Using the Edit Master Template (Basic) Page, page C-55

Related Topics
- About This Page: Edit Master Template (Advanced), page C-51
Fields on the Edit Master Template (Basic) Page

Table C-27  Edit Master Template (Basic) Page Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Template</td>
<td>Which template is being modified:</td>
<td>NotifyCancelAll/</td>
</tr>
<tr>
<td></td>
<td>- NotifyCancelAll—All meetings from the recurring chain cancelled</td>
<td>NotifyCancel/</td>
</tr>
<tr>
<td></td>
<td>- NotifyCancel—Meeting cancelled</td>
<td>NotifyReSchedule/</td>
</tr>
<tr>
<td></td>
<td>- NotifyReSchedule—Meeting rescheduled</td>
<td>NotifySchedule/</td>
</tr>
<tr>
<td></td>
<td>- NotifySchedule—New meeting scheduled</td>
<td>NotifyScheduleRes/</td>
</tr>
<tr>
<td></td>
<td>- NotifyScheduleRes—(Outlook only) New reservationless meeting</td>
<td>EmailBlast</td>
</tr>
<tr>
<td></td>
<td>- EmailBlast—E-mail blast</td>
<td>Default: NotifyCancelAll</td>
</tr>
<tr>
<td>Format</td>
<td>Whether to modify the HTML or text version of the template.</td>
<td>html/txt</td>
</tr>
<tr>
<td></td>
<td>If you modify an e-mail notification template, you must modify both the</td>
<td>Default: html</td>
</tr>
<tr>
<td></td>
<td>HTML and plain text formats to keep them consistent with each other.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Otherwise, users may receive different information about the same meeting,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>depending on the E-mail format setting in each user profile.</td>
<td></td>
</tr>
</tbody>
</table>

Related Topics
- E-Mail Notification Template Types, page 14-3
- Information About E-Mail Notification Templates and Language Property Files, page 14-2
- About This Page: Edit Master Template (Basic), page C-53

Editing Area of the Edit Master Template (Basic) Page

Use the editing area on the Edit Master Template (Basic) page to modify the appearance of e-mail notifications.

- For the HTML format, you can modify the font, size, color, and alignment of the text. You can also insert horizontal lines and hypertext links and modify the location of the graphics.
- The tags ($notify_xxxx) are defined in language property files.

Note
The following notes apply to the graphics in e-mail notifications:
- The HTML templates display only the size and location of each graphic.
- Graphics cannot be previewed through the Administration Center and are displayed only in actual e-mail notifications.
- E-mail notification graphics cannot be modified or replaced.
- New graphics cannot be added to e-mail notifications.
Finding the Edit Master Template (Basic) Page

**Step 1** Log in to Cisco Unified MeetingPlace Express.
**Step 2** At the top of the page, click Administration.
**Step 3** On the left side of the page:
   a. Click System Configuration.
   b. Click E-Mail Service Administration.
   c. Click E-Mail Notification Template Configuration.
   d. Click Edit Master Template (Basic).

Related Topics
- About This Page: Edit Master Template (Basic), page C-53

Tasks Using the Edit Master Template (Basic) Page

This page is used to complete the following task:
- Editing Templates for E-Mail Notifications, page 14-8

About This Page: Edit SNMP Community String

This page is used to edit SNMP community strings in the Cisco Unified MeetingPlace Express database. Topics in this section include:
- Fields on the Edit SNMP Community String Page, page C-55
- Finding the Edit SNMP Community String Page, page C-56
- Tasks Using the Edit SNMP Community String Page, page C-56

Fields on the Edit SNMP Community String Page

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community string</td>
<td>The name of the SNMP community string that you are adding or editing. Note that this field is dimmed. You cannot edit the name of an existing community string.</td>
<td>—</td>
</tr>
</tbody>
</table>
About This Page: Edit SNMP Community String

Finding the Edit SNMP Community String Page

Step 1  Log in to Cisco Unified MeetingPlace Express.

Step 2  Click Administration at the top of the page.

Step 3  On the left side of the page:
  a. Click Maintenance.
  b. Click SNMP.
  c. Click Community Strings.

Step 4  Click the underlined name of a community string.

Related Topics
- About This Page: Edit SNMP Community String, page C-55

Tasks Using the Edit SNMP Community String Page

This page is used to complete the following task:
- Editing an SNMP Community String, page 15-4

Table C-28  Edit SNMP Community String Page Fields (continued)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accept SNMP packets from any host</td>
<td>Select this radio button to allow the SNMP community string to accept SNMP packets from any host.</td>
<td>—</td>
</tr>
<tr>
<td>Accept SNMP packets only from these hosts:</td>
<td>Select this radio button to allow the SNMP community string to accept SNMP packets only from hosts that you specify.</td>
<td>—</td>
</tr>
<tr>
<td>Host IP address</td>
<td>If you choose the Accept SNMP packets only from these hosts: radio button, enter an IP address and click Insert to allow the SNMP community string to accept SNMP packets from this IP address.</td>
<td>Valid IP address</td>
</tr>
<tr>
<td>Host IP addresses</td>
<td>If you choose the Accept SNMP packets only from these hosts: radio button, this field lists all IP addresses from which this SNMP community string can accept SNMP packets. To remove an IP address from this list, highlight it and click Remove.</td>
<td>Valid IP addresses</td>
</tr>
<tr>
<td>Access privileges</td>
<td>The access privilege given to this SNMP community string. Access privileges provide security by restricting the ability to alter the Cisco Unified MeetingPlace Express system.</td>
<td>Read only, Read write, Read write notify, Notify only, None</td>
</tr>
</tbody>
</table>
About This Page: Edit SNMP Notification Destination

This page is used to edit SNMP notification destinations. Topics in this section include:

- Fields on the Edit SNMP Notification Destination Page, page C-57
- Finding the Edit SNMP Notification Destination Page, page C-57
- Tasks Using the Edit SNMP Notification Destination Page, page C-58

Fields on the Edit SNMP Notification Destination Page

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination IP address</td>
<td>The IP address for this notification destination. Note that this field is dimmed.</td>
<td>—</td>
</tr>
<tr>
<td>Port number</td>
<td>The port number for this IP address.</td>
<td>A valid port number</td>
</tr>
<tr>
<td>SNMP version</td>
<td>The SNMP version that this notification destination uses.</td>
<td>V1 V2C</td>
</tr>
<tr>
<td>Notification type</td>
<td>The notification type for this notification destination. Note that this field is dimmed if you selected SNMP version 1. SNMP version 1 only supports traps.</td>
<td>inform trap</td>
</tr>
<tr>
<td>Security level</td>
<td>The security level for this notification destination. Note that this field is dimmed.</td>
<td>—</td>
</tr>
<tr>
<td>Community string</td>
<td>The name of the SNMP community string associated with this notification destination. Note that this field is dimmed.</td>
<td>—</td>
</tr>
</tbody>
</table>

Related Topics
- About This Page: Edit SNMP Notification Destination, page C-57

Finding the Edit SNMP Notification Destination Page

Step 1 Log in to Cisco Unified MeetingPlace Express.
Step 2 Click Administration at the top of the page.
Step 3 On the left side of the page:
  a. Click Maintenance.
  b. Click SNMP.
  c. Click Notification Destinations.
Step 4 Click the underlined IP address of a notification destination.
Related Topics

- About This Page: Edit SNMP Notification Destination, page C-57

Tasks Using the Edit SNMP Notification Destination Page

This page is used to complete the following task:
- Editing an SNMP Notification Destination, page 15-7

About This Page: Edit User Groups Details

Note

The Edit User Groups Details page uses the same fields as the Add User Group page.

This page is used to modify an existing user group in the database. Topics in this section include:
- Fields on the Edit User Groups Details Page, page C-58
- Finding the Edit User Groups Details Page, page C-58
- Tasks Using the Edit User Groups Details Page, page C-59

Fields on the Edit User Groups Details Page

The Edit User Groups Details page uses the same fields as the Add User Group page. See Table C-5 on page C-10 for detailed field descriptions.

Finding the Edit User Groups Details Page

Step 1
Log in to Cisco Unified MeetingPlace Express.

Step 2
Click Administration at the top of the page.

Step 3
On the left side of the page:
  a. Click User Configuration.
  b. Click User Group Management.

Step 4
In the User Group Management page, find the user group that you want to modify.

Step 5
Click Edit in the same row as the user group that you want to modify.

Related Topics

- Searching User Groups, page 8-26
- About This Page: Edit User Groups Details, page C-58
Tasks Using the Edit User Groups Details Page

This page is used to complete the following task:

- Modifying User Groups, page 8-27
- Configuring Reservationless Meetings, page 5-14
- Enabling Users to Reserve Voice Ports for Scheduled Meetings, page 5-15
- Enabling Users to Reserve Web Ports for Scheduled Meetings, page 5-16
- Configuring Zero-Port Voice Meetings, page 5-17
- Configuring Web-Only Meetings, page 5-18
- Configuring Requirements for Meeting Passwords, page 11-4
- Restricting Access to Scheduled Meetings and Recordings, page 11-5
- Enabling Languages, page 4-3

About This Page: Edit User Profiles Details

**Note**
The Edit User Profiles Details page uses the same fields as the Add User Profile page.

This page is used to edit an existing user profile in the Cisco Unified MeetingPlace Express database. Topics in this section include:

- Fields on the Edit User Profiles Details Page, page C-59
- Finding the Edit User Profiles Details Page, page C-59
- Tasks Using the Edit User Profiles Details Page, page C-60

Fields on the Edit User Profiles Details Page

The Edit User Profiles Details page uses the same fields as the Add User Profile page. See Table C-6 on page C-16 for detailed field descriptions.

Finding the Edit User Profiles Details Page

**Step 1**
Log in to Cisco Unified MeetingPlace Express.

**Step 2**
Click Administration at the top of the page.

**Step 3**
On the left side of the page:

a. Click User Configuration.

b. Click User Profile Management.

**Step 4**
In the User Profile Management page, find the user profile that you want to modify.

**Step 5**
Click Edit in the same row as the user profile that you want to modify.
Related Topics

- Searching User Profiles, page 8-29
- About This Page: Edit User Profiles Details, page C-59

Tasks Using the Edit User Profiles Details Page

This page is used to complete the following tasks:

- Modifying User Profiles, page 8-31
- Configuring Reservationless Meetings, page 5-14
- Enabling Users to Reserve Voice Ports for Scheduled Meetings, page 5-15
- Enabling Users to Reserve Web Ports for Scheduled Meetings, page 5-16
- Configuring Zero-Port Voice Meetings, page 5-17
- Configuring Web-Only Meetings, page 5-18
- Configuring Continuous Meetings, page 5-20
- Configuring Requirements for Meeting Passwords, page 11-4
- Restricting Access to Scheduled Meetings and Recordings, page 11-5
- Enabling Languages, page 4-3

About This Page: E-Mail Blast

This page is used to send an e-mail message to either a pre-defined user group or to all end users in the Cisco Unified MeetingPlace Express database. Topics in this section include:

- Fields on the E-Mail Blast Page, page C-60
- Finding the E-Mail Blast Page, page C-61
- Tasks Using the E-Mail Blast Page, page C-61

Fields on the E-Mail Blast Page

<table>
<thead>
<tr>
<th>Table C-30</th>
<th>E-Mail Blast Page Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>Group</td>
<td>The user group to which you want to send the e-mail blast.</td>
</tr>
</tbody>
</table>
Finding the E-Mail Blast Page

**Step 1** Log in to Cisco Unified MeetingPlace Express.
**Step 2** Click *Administration* at the top of the page.
**Step 3** On the left side of the page:
   a. Click *Maintenance*.
   b. Click *E-Mail Blast*.

Related Topics
- About This Page: E-Mail Blast, page C-60

Tasks Using the E-Mail Blast Page

This page is used to complete the following task:
- Sending E-Mail Blasts, page 15-13

About This Page: E-Mail Notification Queue Status Report

This page displays meeting notifications that are waiting to be sent by e-mail to users. Topics in this section include:
- Fields on the E-Mail Notification Queue Status Report Page, page C-62
- Finding the E-Mail Notification Queue Status Report Page, page C-62
- Tasks Using the E-Mail Notification Queue Status Report Page, page C-62

### Table C-30 E-Mail Blast Page Fields (continued)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject</td>
<td>The subject of the e-mail blast.</td>
<td>Regular text. Default: “Administrator announcement”</td>
</tr>
<tr>
<td>Body</td>
<td>The text in the body of the e-mail blast.</td>
<td>Regular text. Default: blank</td>
</tr>
</tbody>
</table>
Fields on the E-Mail Notification Queue Status Report Page

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting ID</td>
<td>Meeting ID, which uniquely identifies the meeting.</td>
</tr>
<tr>
<td>Date</td>
<td>Date and time of the scheduled meeting.</td>
</tr>
<tr>
<td>Requestor</td>
<td>User ID of the meeting scheduler.</td>
</tr>
<tr>
<td>Method</td>
<td>Method by which the meeting notification is sent. Will always be set to e-mail.</td>
</tr>
<tr>
<td>Mailbox Number</td>
<td>The mailbox number for this particular end user.</td>
</tr>
<tr>
<td>Description</td>
<td>Description of this e-mail notification.</td>
</tr>
</tbody>
</table>

Related Topics
- About This Page: E-Mail Notification Queue Status Report, page C-61

Finding the E-Mail Notification Queue Status Report Page

1. Log in to Cisco Unified MeetingPlace Express.
2. At the top of the page, click Administration.
3. On the left side of the page:
   a. Click Reports.
   b. Click E-Mail Notification Queue Status Report.

Related Topics
- About This Page: E-Mail Notification Queue Status Report, page C-61

Tasks Using the E-Mail Notification Queue Status Report Page

This page is used to complete the following tasks:
- Displaying the E-Mail Notification Queue, page 10-13
- Deleting E-Mail Notifications in the Queue, page 14-8
About This Page: E-Mail Notification Template Configuration

The E-Mail Notification Template Configuration page leads to other pages with the configuration options listed in Table C-32.

<table>
<thead>
<tr>
<th>Option</th>
<th>Administration Center Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modify the content and appearance of e-mail notifications.</td>
<td>• About This Page: Edit Master Template (Basic), page C-53</td>
</tr>
<tr>
<td></td>
<td>• About This Page: Edit Master Template (Advanced), page C-51</td>
</tr>
<tr>
<td>View or modify language property files.</td>
<td>• About This Page: Edit Language Property File, page C-50</td>
</tr>
<tr>
<td></td>
<td>• About This Page: Download a Language Property File, page C-48</td>
</tr>
<tr>
<td></td>
<td>• About This Page: Upload a Language Property File, page C-143</td>
</tr>
</tbody>
</table>

About This Page: E-Mail Service Administration

The E-Mail Service Administration page leads to other pages with the configuration options listed in Table C-33.

<table>
<thead>
<tr>
<th>Option</th>
<th>Administration Center Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Configure the primary SMTP server and optional secondary SMTP server.</td>
<td>• About This Page: SMTP Server Configuration, page C-133</td>
</tr>
<tr>
<td>Modify the content and appearance of e-mail notifications.</td>
<td>• About This Page: Edit Master Template (Basic), page C-53</td>
</tr>
<tr>
<td></td>
<td>• About This Page: Edit Master Template (Advanced), page C-51</td>
</tr>
<tr>
<td>View or modify language property files.</td>
<td>• About This Page: Edit Language Property File, page C-50</td>
</tr>
<tr>
<td></td>
<td>• About This Page: Download a Language Property File, page C-48</td>
</tr>
<tr>
<td></td>
<td>• About This Page: Upload a Language Property File, page C-143</td>
</tr>
</tbody>
</table>

About This Page: Enable SSL for the End-User Interface, Administration Center, and Web Conferencing

This page allows you to enable SSL in Cisco Unified MeetingPlace Express. Topics in this section include:

• Fields on the Enable SSL for the End-User Interface, Administration Center, and Web Conferencing Page, page C-64
• Finding the Enable SSL for the End-User Interface, Administration Center, and Web Conferencing Page, page C-65
• Tasks Using the Enable SSL for the End-User Interface, Administration Center, and Web Conferencing Page, page C-66
Fields on the Enable SSL for the End-User Interface, Administration Center, and Web Conferencing Page

**Caution**
Be sure to enter the correct values in these fields. If you inadvertently enter incorrect values, the system may need to be restarted.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate file</td>
<td>Directory path and filename of the web-conferencing certificate file provided by a trusted CA. Restrictions: • Self-signed certificates are not supported. • The certificate must be in privacy enhanced mail (PEM) format.</td>
<td>To locate the file, click <strong>Browse</strong>.</td>
</tr>
<tr>
<td>Private key file</td>
<td>Directory path and filename of the private key for the certificate. Note that this field is typically left blank. Enter a value only if you use your own tool to generate the key and CSR, instead of using the Generate CSR page in the Administration Center. To locate the key file, refer to the documentation for the tool that you use to generate the key file.</td>
<td>To locate the file, click <strong>Browse</strong>.</td>
</tr>
<tr>
<td>Password</td>
<td>The password for the private key file. Note the following: • You do not need to enter a password if you used the Generate CSR page to obtain the certificate. • To ensure security, the system displays the password as asterisks.</td>
<td>Up to 20 characters.</td>
</tr>
</tbody>
</table>
Table C-34  Enable SSL for the End-User Interface, Administration Center, and Web Conferencing  

Page Fields (continued)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>For the End-User Interface and Administration Center:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Certificate file           | Directory path and filename of the end-user web interface and Administration Center certificate file provided by a trusted CA. Restrictions:  
  • Self-signed certificates are not supported.  
  • The certificate must be in privacy enhanced mail (PEM) format. | To locate the file, click **Browse**.        |
| Private key file           | Directory path and filename of the private key for the certificate. Note that this field is typically left blank. Enter a value only if you use your own tool to generate the key and CSR, instead of using the Generate CSR page in the Administration Center. To locate the key file, refer to the documentation for the tool that you use to generate the key file. | To locate the file, click **Browse**.        |
| Password                   | The password for the private key file. Note the following:  
  • You do not need to enter a password if you used the Generate CSR page to obtain the certificate.  
  • To ensure security, the system displays the password as asterisks. | Up to 20 characters. |

Related Topics

- About This Page: Enable SSL for the End-User Interface, Administration Center, and Web Conferencing, page C-63

Finding the Enable SSL for the End-User Interface, Administration Center, and Web Conferencing Page

**Step 1**  
Log in to Cisco Unified MeetingPlace Express.

**Step 2**  
Click **Administration** at the top of the page.
Step 3  

On the left side of the page:

a. Click **Certificate Management**.

b. Click **Enable SSL**.

---

Related Topics

- About This Page: Enable SSL for the End-User Interface, Administration Center, and Web Conferencing, page C-63

Tasks Using the Enable SSL for the End-User Interface, Administration Center, and Web Conferencing Page

This page is used to complete the following task:

- Enabling SSL, page 12-3

About This Page: Exchange Server Configuration

This page allows you to integrate Cisco Unified MeetingPlace Express with Microsoft Outlook. Topics in this section include:

- Fields on the Exchange Server Configuration Page, page C-66
- Finding the Exchange Server Configuration Page, page C-67
- Tasks Using the Exchange Server Configuration Page, page C-67

Fields on the Exchange Server Configuration Page

**Table C-35  Exchange Server Configuration Page Fields**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exchange server</td>
<td>Hostname or IP address of the Microsoft Exchange Server.</td>
<td></td>
</tr>
<tr>
<td>Exchange server domain</td>
<td>Microsoft Windows domain. Obtain this value from your Microsoft Exchange Server administrator.</td>
<td></td>
</tr>
</tbody>
</table>
| Exchange server username| Username for the Cisco Unified MeetingPlace Express-dedicated e-mail account on the Microsoft Exchange Server.  
This username appears in the meeting notifications that are sent to the meeting scheduler.  
Example: MeetingPlaceExpress |       |
| Exchange server password| Password for the Cisco Unified MeetingPlace Express-dedicated e-mail account on the Microsoft Exchange Server. |       |


Finding the Exchange Server Configuration Page

**Step 1**  Log in to Cisco Unified MeetingPlace Express.

**Step 2**  At the top of the page, click **Administration**.

**Step 3**  On the left side of the page:

a. Click **System Configuration**.

b. Click **E-Mail Service Administration**.

c. Click **Exchange Server Configuration**.

Related Topics
- About This Page: Exchange Server Configuration, page C-66
- About This Page: Outlook Plug-In Configuration, page C-117

Tasks Using the Exchange Server Configuration Page

This page is used to complete the following task:

- Configuring the Cisco Unified MeetingPlace Express Connection to the Microsoft Exchange Server, page B-4
About This Page: Export Data

The Export Data page leads to other pages with the export options listed in Table C-36.

Table C-36  Export Data Area Options and Pages

<table>
<thead>
<tr>
<th>Option</th>
<th>Administration Center Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exporting Information about User Profiles</td>
<td>About This Page: Profile Information, page C-120</td>
</tr>
<tr>
<td>Exporting Information about User Groups</td>
<td>About This Page: Group Information, page C-70</td>
</tr>
<tr>
<td>Exporting Information about Meetings</td>
<td>About This Page: Meeting Information, page C-102</td>
</tr>
<tr>
<td>Exporting Information about Outgoing Calls</td>
<td>About This Page: Outgoing Calls Information, page C-115</td>
</tr>
<tr>
<td>Exporting Information about Meeting Participants</td>
<td>About This Page: Meeting Participants Report, page C-113</td>
</tr>
<tr>
<td>Exporting Information about When Participants Join and Leave Meetings</td>
<td>About This Page: Meeting Participant Join Leave Information, page C-111</td>
</tr>
<tr>
<td>Exporting Information about Scheduling Failures</td>
<td>About This Page: Scheduling Failures Information, page C-127</td>
</tr>
</tbody>
</table>

Related Topics

- Running Reports and Exporting Data from Cisco Unified MeetingPlace Express, page 10-1

About This Page: File Cleanup

This page is used to delete directories that contain voice files, including meeting recordings and recorded names for users who have been removed from the Cisco Unified MeetingPlace Express database. Topics in this section include:

- Fields on the File Cleanup Page, page C-68
- Finding the File Cleanup Page, page C-69
- Tasks Using the File Cleanup Page, page C-69

Fields on the File Cleanup Page

Table C-37  File Cleanup Page Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of conference orphan folders</td>
<td>The number of meetings that are associated with end users who are no longer in the Cisco Unified MeetingPlace Express database.</td>
</tr>
<tr>
<td>Number of user profile orphan folders</td>
<td>The number of recorded user names for end users who are no longer in the Cisco Unified MeetingPlace Express database.</td>
</tr>
<tr>
<td>Disk space that will be free</td>
<td>The amount of disk space that will become free after running the file cleanup process.</td>
</tr>
</tbody>
</table>

Related Topics

- About This Page: File Cleanup, page C-68
Finding the File Cleanup Page

**Step 1** Log in to Cisco Unified MeetingPlace Express.

**Step 2** Click **Administration** at the top of the page.

**Step 3** On the left side of the page:

a. Click **Maintenance**.

b. Click **File Cleanup**.

Related Topics

- About This Page: File Cleanup, page C-68

Tasks Using the File Cleanup Page

This page is used to complete the following task:

- Cleaning Up Voice Files, page 15-14

About This Page: Generate Certificate Signing Requests (CSRs)

This page is used to generate CSRs for Cisco Unified MeetingPlace Express. Topics in this section include:

- Fields on the Generate Certificate Signing Requests (CSRs) Page, page C-69
- Finding the Generate Certificate Signing Requests (CSRs) Page, page C-70
- Tasks Using the Generate Certificate Signing Requests (CSRs) Page, page C-70

Fields on the Generate Certificate Signing Requests (CSRs) Page

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization unit</td>
<td>The name of your group within your organization.</td>
<td>Refer to the CA requirements.</td>
</tr>
<tr>
<td>Organization</td>
<td>The name of your organization.</td>
<td>Refer to the CA requirements.</td>
</tr>
<tr>
<td>City</td>
<td>The city in which you are located.</td>
<td>Refer to the CA requirements.</td>
</tr>
<tr>
<td>State</td>
<td>The state in which you are located.</td>
<td>Refer to the CA requirements.</td>
</tr>
<tr>
<td>Country</td>
<td>The country in which you are located.</td>
<td>A two-letter country code.</td>
</tr>
</tbody>
</table>

Related Topics

- About This Page: Generate Certificate Signing Requests (CSRs), page C-69
Finding the Generate Certificate Signing Requests (CSRs) Page

**Step 1** Log in to Cisco Unified MeetingPlace Express.

**Step 2** Click **Administration** at the top of the page.

**Step 3** On the left side of the page:
   a. Click **Certificate Management**.
   b. Click **Generate CSRs**.

**Related Topics**
- About This Page: Generate Certificate Signing Requests (CSRs), page C-69

Tasks Using the Generate Certificate Signing Requests (CSRs) Page

This page is used to complete the following task:
- Obtaining Certificates, page 12-2

About This Page: Group Information

This page is used to export user group information from the Cisco Unified MeetingPlace Express database. Topics in this section include:
- Fields on the Group Information Page, page C-70
- Output Fields of the Group Information Page—Used for Importing User Groups, page C-71
- Finding the Group Information Page, page C-74
- Tasks Using the Group Information Page, page C-75

Fields on the Group Information Page

**Table C-39** Group Information Page Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination</td>
<td>Destination of the exported information. For descriptions, restrictions, and recommendations for each option, see the “About Export Destinations” section on page 10-2.</td>
<td>Screen, File, Printer, Default: Screen</td>
</tr>
<tr>
<td>Include field header names</td>
<td>Whether or not to include the field header names in the exported file.</td>
<td>No, Yes, Default: Yes</td>
</tr>
</tbody>
</table>
Related Topics

- About This Page: Group Information, page C-70

**Output Fields of the Group Information Page—Used for Importing User Groups**

Table C-40 lists, in alphabetical order, the output fields that the system displays after exporting user group information. It also includes field descriptions and values, which are useful when you use the exported output to create import files.

**Table C-40 Output Fields of the Group Information Page—Used to Import User Groups**

<table>
<thead>
<tr>
<th>Header Field</th>
<th>Description</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Header Fields for Importing User Groups</td>
<td></td>
<td></td>
</tr>
<tr>
<td>grpnum</td>
<td>See the description and values of the equivalent Number user group field. Requirement: This field is required in the import file whether you are adding or deleting user groups by import.</td>
<td>—</td>
</tr>
<tr>
<td>Name</td>
<td>See the description and values of the equivalent Name user group field. Requirement: This field is required in the import file whether you are adding or deleting user groups by import.</td>
<td>—</td>
</tr>
<tr>
<td>Optional Header Fields for Importing User Groups</td>
<td></td>
<td></td>
</tr>
<tr>
<td>allowguestoutdial</td>
<td>Not supported</td>
<td>—</td>
</tr>
<tr>
<td>AllowInternetAccess</td>
<td>Not supported</td>
<td>—</td>
</tr>
<tr>
<td>altnotifprf</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>announceqarr</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>announceqdep</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>attndprf</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>autodistatts</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>autostrtrcrd</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>BillCode</td>
<td>See the description and values of the equivalent Billing Code user group field.</td>
<td>—</td>
</tr>
<tr>
<td>canallowguestoutdial</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>CanChangeMtgID</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>CanOutdial</td>
<td>See the description and values of the equivalent Can call out of meetings user group field.</td>
<td>—</td>
</tr>
<tr>
<td>CanRecordMeetings</td>
<td>Whether users in this group can initiate the recording of meetings. Yes No Default: No</td>
<td>—</td>
</tr>
<tr>
<td>chatclienttype</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>concurrentquestions</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>ContactID</td>
<td>See the description and values of the equivalent User ID of Delegate user group field.</td>
<td>—</td>
</tr>
</tbody>
</table>
### Table C-40  Output Fields of the Group Information Page—Used to Import User Groups (continued)

<table>
<thead>
<tr>
<th>Header Field</th>
<th>Description</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>dfltnotifprio</td>
<td>See the description and values of the equivalent Priority user group field.</td>
<td></td>
</tr>
<tr>
<td>disablerollcall</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>emailltype</td>
<td>See the description and values of the equivalent E-mail type user group field.</td>
<td></td>
</tr>
<tr>
<td>fadvanceinfo</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>fallbackdataconf</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>fallbackguestview</td>
<td>See the description and values of the equivalent Publish meeting user group field.</td>
<td></td>
</tr>
<tr>
<td>fautoproenabled</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>faxnum</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>faxxlattablenum</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>fCanInviteRemoteServers</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>fchatsession</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>fEndMtgWarn</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>fsmtgseminartype</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>fMtgsExtendPrompts</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>fqndisabled</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>fstartpeopleinwr</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>ftellpartpos</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>groupulallowed</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>IsAdvancedPrompts</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>maxattsprmtg</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>MaxImmedMtgsPerDay</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>MaximumMeetingLength</td>
<td>See the description and values of the equivalent Maximum meeting length (minutes) user group field.</td>
<td></td>
</tr>
<tr>
<td>MaxVUIODsPerMtg</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>meetingcategory</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>MeetingRestriction</td>
<td>See the description and values of the equivalent Who can attend user group field.</td>
<td></td>
</tr>
<tr>
<td>MtgNoteRestriction</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>NamedDisconnect</td>
<td>See the description and values of the equivalent Departure announcement user group field.</td>
<td></td>
</tr>
<tr>
<td>NamedIntroduction</td>
<td>See the description and values of the equivalent Entry announcement user group field.</td>
<td></td>
</tr>
<tr>
<td>nondidpgrnum</td>
<td>See the description and values of the equivalent Phone # for non-direct dial pagers user group field.</td>
<td></td>
</tr>
<tr>
<td>numdataparts</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>Header Field</td>
<td>Description</td>
<td>Values</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------</td>
<td>--------</td>
</tr>
<tr>
<td>ODXLatTableNum</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>PasswordRequired</td>
<td>See the description and values of the equivalent Password required user group field.</td>
<td>—</td>
</tr>
<tr>
<td>PasswordRequiredOnOD</td>
<td>See the description and values of the equivalent Ask for profile password user group field.</td>
<td>—</td>
</tr>
<tr>
<td>pgrtype</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>playatlstfifo</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>preferredunit</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>privateulallowed</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>prmrnotifprf</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>profileflex1</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>profileflex2</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>profileflex3</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>profileflex4</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>profileflex5</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>profileflex6</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>profileflex7</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>publiculallowed</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>qnanotify</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>QuickMtgEntryAllowed</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>rcvattswnotif</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>rcvnotifs</td>
<td>See the description and values of the equivalent Enable to receive user group field.</td>
<td>—</td>
</tr>
<tr>
<td>RecordMeetings</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>RsvnlessCnf</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>schedhomesiteonly</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>schedprefunitonly</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>ScreenedIntroduction</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>site</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>sndinvlstwnotif</td>
<td>See the description and values of the equivalent Include participants list user group field.</td>
<td>—</td>
</tr>
<tr>
<td>sndmtgpwdwnotif</td>
<td>See the description and values of the equivalent Include password user group field.</td>
<td>—</td>
</tr>
<tr>
<td>sndnotifonmtgh</td>
<td>See the description and values of the equivalent Send if meeting changes user group field.</td>
<td>—</td>
</tr>
<tr>
<td>sndnotifs</td>
<td>See the description and values of the equivalent Enable for meeting user group field.</td>
<td>—</td>
</tr>
<tr>
<td>SSI_RollMapID</td>
<td>Not supported.</td>
<td>—</td>
</tr>
</tbody>
</table>
About This Page: Group Information

### Finding the Group Information Page

**Step 1** Log in to Cisco Unified MeetingPlace Express.

**Step 2** At the top of the page, click *Administration*.

**Step 3** On the left side of the page:

a. Click *Maintenance*.

b. Click *Export Information*.

c. Click *Group Information*.

**Related Topics**

- Sample Import File for User Groups, page 9-13
- Importing User Groups, page 9-5
- Deleting User Groups by Import, page 9-6
- Fields on the Add User Group Page, page C-10
- About This Page: Group Information, page C-70

### Table C-40 Output Fields of the Group Information Page—Used to Import User Groups (continued)

<table>
<thead>
<tr>
<th>Header Field</th>
<th>Description</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSI_SiteID</td>
<td><em>Not supported.</em></td>
<td></td>
</tr>
<tr>
<td>SSI_SystemID</td>
<td><em>Not supported.</em></td>
<td></td>
</tr>
<tr>
<td>tzcode</td>
<td>See the description of the equivalent <em>Time zone</em> user group field.</td>
<td>integer value</td>
</tr>
<tr>
<td></td>
<td>Recommendation: The integer value in the import file must match a value defined by Cisco Unified MeetingPlace Express. Therefore, we recommend that you use an existing value from an export file.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Restriction: If the import file contains the tzcode header field, then all user groups in the import file must have a valid entry for the field. For any invalid or blank tzcode values, the associated user group is not imported, and an error is logged.</td>
<td></td>
</tr>
<tr>
<td>updatetime</td>
<td><em>(Read Only)</em> The date and time of the last change to a file or record associated with the users in this group.</td>
<td>MM/DD/YYYY HH:MM</td>
</tr>
<tr>
<td>VLanguage</td>
<td>See the description and values of the equivalent <em>Language</em> user group field.</td>
<td></td>
</tr>
</tbody>
</table>
Tasks Using the Group Information Page

This page is used to complete the following task:

- Exporting Information about User Groups, page 10-6

About This Page: H.323 Configuration

This page is used to connect Cisco Unified MeetingPlace Express to a call-control device such as Cisco Unified CallManager. Topics in this section include:

- Fields on the H.323 Configuration Page, page C-75
- Finding the H.323 Configuration Page, page C-76
- Tasks Using the H.323 Configuration Page, page C-77

Fields on the H.323 Configuration Page

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>H.323 enabled</td>
<td>Whether or not H.323 is enabled. Note the following:</td>
<td>Yes/No</td>
</tr>
<tr>
<td></td>
<td>• If this field is set to No, then incoming H.323 calls cannot be received.</td>
<td>Default: Yes</td>
</tr>
<tr>
<td></td>
<td>• It takes about one minute to bring up the service after enabling H.323.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• To use H.323 for outgoing calls, see the “About This Page: Dial Configuration” section on page C-42.</td>
<td></td>
</tr>
<tr>
<td>E.164 address</td>
<td>Phone number of the Cisco Unified MeetingPlace Express server.</td>
<td>Up to 24 digits</td>
</tr>
<tr>
<td></td>
<td>If Cisco Unified MeetingPlace Express uses H.323 to dial out to a Cisco Unified IP Phone, this number appears on the Cisco Unified IP Phone screen.</td>
<td>Default: 0000</td>
</tr>
<tr>
<td></td>
<td>This field must match the phone number configured in the call-control device to route calls to Cisco Unified MeetingPlace Express.</td>
<td></td>
</tr>
<tr>
<td>H.323 ID</td>
<td>Alias used to identify the Cisco Unified MeetingPlace Express server as an H.323 endpoint.</td>
<td>Up to 128 characters</td>
</tr>
<tr>
<td></td>
<td>If a user calls Cisco Unified MeetingPlace Express from a Cisco Unified IP Phone, the H.323 ID appears on the Cisco Unified IP Phone screen.</td>
<td>Default: Cisco Unified MeetingPlace Express</td>
</tr>
<tr>
<td></td>
<td>Restriction: Do not leave this field blank.</td>
<td></td>
</tr>
</tbody>
</table>
Finding the H.323 Configuration Page

**Step 1** Log in to Cisco Unified MeetingPlace Express.

**Step 2** Click **Administration** at the top of the page.
Step 3  On the left side of the page:
   a. Click **System Configuration**.
   b. Click **Call Configuration**.
   c. Click **H.323 Configuration**.

Related Topics
- About This Page: H.323 Configuration, page C-75

Tasks Using the H.323 Configuration Page

This page is used to complete the following tasks:
- Configuring Cisco Unified MeetingPlace Express: Connecting to Cisco Unified CallManager, page 7-6
- Configuring Cisco Unified MeetingPlace Express: Connecting to a Standards-Based H.323 Call-Control Device, page 7-25
- Configuring Cisco Unified MeetingPlace Express: Adding the Gatekeeper, page 7-37

About This Page: Import Cisco Conference Connection Meetings

This page is used to import recurring and future meetings from a Cisco Conference Connection database. Topics in this section include:
- Fields on the Import Cisco Conference Connection Meetings Page, page C-77
- Finding the Import Cisco Conference Connection Meetings Page, page C-78
- Tasks Using the Import Cisco Conference Connection Meetings Page, page C-78

Fields on the Import Cisco Conference Connection Meetings Page

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheduled conferences file</td>
<td>Directory path and filename of the Cisco Conference Connection file that contains all the scheduled meetings.</td>
<td>To locate the file, click <strong>Browse</strong>.</td>
</tr>
<tr>
<td>Repeated conferences file</td>
<td>Directory path and filename of the Cisco Conference Connection file that contains all the repeated meetings.</td>
<td>To locate the file, click <strong>Browse</strong>.</td>
</tr>
<tr>
<td>Send log info to</td>
<td>Whether to display the log information on the screen or to send the log information to a file. Recommendation: Send the log information to a file.</td>
<td>Screen File Default: Screen</td>
</tr>
</tbody>
</table>
Finding the Import Cisco Conference Connection Meetings Page

Step 1  Log in to Cisco Unified MeetingPlace Express.
Step 2  At the top of the page, click Administration.
Step 3  On the left side of the page:
   a.  Click Maintenance.
   b.  Click Import Information.
   c.  Click Cisco Conference Connection.

Related Topics
•  About This Page: Import Cisco Conference Connection Meetings, page C-77

Tasks Using the Import Cisco Conference Connection Meetings Page

This page is used to complete the following task:
•  Importing Cisco Conference Connection Meetings, page 9-11

Table C-42  Import Cisco Conference Connection Meetings Page Fields (continued)

<table>
<thead>
<tr>
<th>Field (continued)</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
</table>
| Error threshold   | If the number of errors that occur while importing a meeting file is greater than this error threshold, then the system aborts the import. To estimate the error threshold, determine the number of meetings (not records) in the meetings file and add 10. Examples of possible errors include:  
   •  If you import a recurring meeting, then repeated records generate an error.  
   •  If you import a meeting that requires more ports than your system has.  
   •  If you import a meeting that has the same meeting ID as an existing meeting. | Range: 1 to 5000  
Default: 50 |
About This Page: Import Group Profiles

This page is used to import user group information that is specified in a comma-separated values (CSV) file into Cisco Unified MeetingPlace Express. Topics in this section include:

- Fields on the Import Group Profiles Page, page C-79
- Finding the Import Group Profiles Page, page C-80
- Tasks Using the Import Group Profiles Page, page C-80

Fields on the Import Group Profiles Page

Table C-43 Import Group Profiles Page Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
</table>
| Action to perform       | Whether to add or delete user groups from the database. | Add groups to system  
                          Delete groups from system  
                          Default: Add groups to system                                  |
| Data file to use        | Directory path and filename of the import file that contains the user group information. | To locate the file, click Browse.                                     |
| Overwrite duplicate information? | Whether to overwrite data that is duplicated in the target file as a result of importing.  
If you select No, then all existing user groups in the database are skipped and remain as is.  
If you select Yes, then existing user groups in the database are overwritten by any imported user groups that have identical user group Numbers. Note that the group Name is not overwritten.  
Restriction: This field is ignored when you select “Delete groups from system” in the Action to perform field. | No  
                          Yes  
                          Default: No                                                      |
| Send log info to        | Whether to display the log information on the screen or in a file. | Screen  
                          File  
                          Default: Screen                                                  |
| Error threshold         | If the number of errors that occur while importing groups is greater than this error threshold, the system aborts the import.  
To estimate the error threshold, determine the number of groups in the import file and add 10. | 1 to 5000  
                          Default: 50                                                       |

Related Topics

- About This Page: Import Group Profiles, page C-79
- Output Fields of the Group Information Page—Used for Importing User Groups, page C-71
Finding the Import Group Profiles Page

**Step 1**
Log in to Cisco Unified MeetingPlace Express.

**Step 2**
At the top of the page, click **Administration**.

**Step 3**
On the left side of the page:

a. Click **Maintenance**.

b. Click **Import Information**.

c. Click **Group Profiles**.

Related Topics
- About This Page: Import Group Profiles, page C-79
- Output Fields of the Group Information Page—Used for Importing User Groups, page C-71

Tasks Using the Import Group Profiles Page

This page is used to complete the following task:
- Importing User Groups, page 9-5

About This Page: Import

The Import Information page leads to other pages with configuration options listed in Table C-44.

<table>
<thead>
<tr>
<th>Table C-44 Import Information Area Options and Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Option</strong></td>
</tr>
<tr>
<td>User Profiles</td>
</tr>
<tr>
<td>Group Profiles</td>
</tr>
<tr>
<td>Meetings</td>
</tr>
<tr>
<td>Cisco Conference Connection</td>
</tr>
</tbody>
</table>

About This Page: Import Meetings

This page is used to add or delete meetings that are specified in a comma-separated values (CSV) formatted file. Topics in this section include:
- Fields on the Import Meetings Page, page C-81
- Finding the Import Meetings Page, page C-81
- Tasks Using the Import Meetings Page, page C-82
Fields on the Import Meetings Page

Table C-45  Import Meetings Page Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action to perform</td>
<td>Whether to schedule or cancel meetings from the database.</td>
<td>Schedule meetings/Cancel meetings</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Default: Schedule meetings</td>
</tr>
<tr>
<td>Data file to use</td>
<td>Directory path and filename of the import file that contains the user profile information.</td>
<td>To locate the file, click <strong>Browse</strong>.</td>
</tr>
<tr>
<td>Scheduler user ID</td>
<td>Username to enter as the owner of meetings with blank SchedulerUid fields in the import file.</td>
<td>Any valid username</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Default: your username</td>
</tr>
<tr>
<td>Send log info to</td>
<td>Whether to display the log information on the screen or in a file.</td>
<td>Screen/File</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Default: Screen</td>
</tr>
<tr>
<td>Error threshold</td>
<td>If the number of errors that occur while importing a meeting file is greater than this error threshold, then the system aborts the import. To estimate the error threshold, determine the number of meetings (not records) in the meetings file and add 10. The following errors may be generated during the meeting-import process and logged in the import log:</td>
<td>Range: 1 to 5000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Default: 50</td>
</tr>
<tr>
<td></td>
<td>• An imported meeting cannot be scheduled for any reason, such as those described in the “Restrictions for Importing Data” section on page 9-1.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• The scheduled start date and time of an imported meeting is in the past.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• An imported meeting has the same meeting ID as an existing meeting.</td>
<td></td>
</tr>
</tbody>
</table>

Related Topics

- About This Page: Import Meetings, page C-80
- Output Fields of the Meeting Information Page—Used for Importing Meetings, page C-103

Finding the Import Meetings Page

**Step 1**  Log in to Cisco Unified MeetingPlace Express.

**Step 2**  At the top of the page, click **Administration**.

**Step 3**  On the left side of the page:

  a. Click **Maintenance**.
  b. Click **Import Information**.
  c. Click **Meetings**.
Related Topics
- About This Page: Import Meetings, page C-80
- Output Fields of the Meeting Information Page—Used for Importing Meetings, page C-103

Tasks Using the Import Meetings Page

This page is used to complete the following task:
- Importing Meetings, page 9-9

About This Page: Import User Profiles

This page is used to import user profile information that is specified in a comma-separated values (CSV) formatted file. Topics in this section include:
- Fields on the Import User Profiles Page, page C-82
- Finding the Import User Profiles Page, page C-83
- Tasks Using the Import User Profiles Page, page C-83

Fields on the Import User Profiles Page

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action to perform</td>
<td>Whether to add or delete user profiles from the database.</td>
<td>Add profiles to system Delete profiles from system Default: Add profiles to system</td>
</tr>
<tr>
<td></td>
<td>Note that if you delete a user, all meetings associated with that user are deleted, too.</td>
<td></td>
</tr>
<tr>
<td>Data file to use</td>
<td>Directory path and filename of the import file that contains the user profile information.</td>
<td>To locate the file, click <strong>Browse</strong>.</td>
</tr>
<tr>
<td>Overwrite duplicate information</td>
<td>Whether to overwrite data that is duplicated in the target file as a result of importing.</td>
<td>No Yes Default: No</td>
</tr>
<tr>
<td></td>
<td>If you select No, then all existing user profiles in the database are skipped and remain as is.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If you select Yes, then existing user profiles in the database are overwritten by any duplicate imported user profiles. Exceptions:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- User profiles with the same <strong>Profile Number</strong> but a different <strong>User ID</strong> are not imported because this is considered an error.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- In the preconfigured Admin profile, the <strong>User Active</strong> and <strong>Type of user</strong> fields are not updated with imported values.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- In the preconfigured Guest profile, the <strong>Profile Password</strong> and <strong>Type of user</strong> fields are not updated with imported values.</td>
<td></td>
</tr>
</tbody>
</table>
Finding the Import User Profiles Page

**Step 1**
Log in to Cisco Unified MeetingPlace Express.

**Step 2**
At the top of the page, click Administration.

**Step 3**
On the left side of the page:

a. Click Maintenance.

b. Click Import Information.

c. Click User Profiles.

Related Topics
- About This Page: Import User Profiles, page C-82
- Output Fields of the Profile Information Page—Used for Importing User Profiles, page C-121

Tasks Using the Import User Profiles Page

This page is used to complete the following task:

- Importing User Profiles, page 9-7

About This Page: In-Session Monitoring

This page is used to display information about meetings that are currently in session. Topics in this section include:

- Fields on the In-Session Monitoring Page, page C-84
- Display Options for the In-Session Monitoring Page, page C-84
Fields on the In-Session Monitoring Page

Table C-47  In-Session Monitoring Page Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meetings In Session</td>
<td></td>
</tr>
<tr>
<td>Meeting ID</td>
<td>Meeting ID, which uniquely identifies the meeting.</td>
</tr>
<tr>
<td>Subject</td>
<td>Subject of the meeting.</td>
</tr>
<tr>
<td>Scheduler</td>
<td>User ID of the person who scheduled the meeting.</td>
</tr>
<tr>
<td>Participants for meeting</td>
<td>Names of all current participants.</td>
</tr>
<tr>
<td>&lt;Meeting ID&gt;</td>
<td></td>
</tr>
</tbody>
</table>

Display Options for the In-Session Monitoring Page

By default, the right side of this page displays the participants of the meeting at the top of the list. To display the participants of a different meeting, click the underlined ID of that meeting.

Related Topics
- About This Page: In-Session Monitoring, page C-83

Finding the In-Session Monitoring Page

Step 1  Log in to Cisco Unified MeetingPlace Express.
Step 2  At the top of the page, click Administration.
Step 3  On the left side of the page:
  a. Click Reports.
  b. Click In-Session Monitoring.

Related Topics
- About This Page: In-Session Monitoring, page C-83
About This Page: Install Licenses

This page is used to install new or incremental licenses. Topics in this section include:

- Fields on the Install Licenses Page, page C-85
- Finding the Install Licenses Page, page C-85
- Tasks Using the Install Licenses Page, page C-86

Fields on the Install Licenses Page

**Table C-48  Install Licenses Page Fields**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upload new license file</td>
<td>Specifies to delete all previously installed licenses before installing the license file. Restriction: Select this option only when uploading licenses to your system for the first time, or in the unlikely event that you must install an entirely new set of licenses.</td>
<td>—</td>
</tr>
<tr>
<td>Append incremental license file</td>
<td>Specifies to keep all the previously installed licenses and to add additional licenses from the license file.</td>
<td>—</td>
</tr>
<tr>
<td>Host ID (MAC address)</td>
<td>MAC address of the server. Use the value in this field to obtain licenses. See the “How To Install and Manage Licenses” section on page 3-5.</td>
<td>(Read only)</td>
</tr>
<tr>
<td>License file to use</td>
<td>Directory path and filename of the license file.</td>
<td>To locate the file, click <strong>Browse</strong>.</td>
</tr>
</tbody>
</table>

**Related Topics**

- About This Page: Install Licenses, page C-85
- Restrictions for Licenses, page 3-1

Finding the Install Licenses Page

**Step 1** Log in to Cisco Unified MeetingPlace Express.

**Step 2** Click **Administration** at the top of the page.
Step 3  
On the left side of the page:
  a. Click Maintenance.
  b. Click Licenses.
  c. Click Install Licenses.

Related Topics
- About This Page: Install Licenses, page C-85

Tasks Using the Install Licenses Page

This page is used to complete the following task:
- How To Install and Manage Licenses, page 3-5

About This Page: Licenses Summary

This page is used to display and download licenses for the Cisco Unified MeetingPlace Express system. Topics in this section include:
- Fields on the Licenses Summary Page, page C-86
- Finding the Licenses Summary Page, page C-87
- Tasks Using the Licenses Summary Page, page C-87

Fields on the Licenses Summary Page

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>The type of license. For descriptions of licenses, see the “About Licenses” section on page 3-2.</td>
</tr>
</tbody>
</table>
| Enabled  | (yes/no) Whether or not the license is enabled.  
          | (number) The number of licenses or ports of this type that are enabled. |
| Installed| (yes/no) Whether or not the license was installed.  
          | (number) The total number of licenses or ports of this type that are installed. |
| Comment  | Additional information about the license, such as an expiration date or any limitations that are specific to your system. |

Related Topics
- About This Page: Licenses Summary, page C-86
Finding the Licenses Summary Page

Step 1  Log in to Cisco Unified MeetingPlace Express.
Step 2  Click Administration at the top of the page.
Step 3  On the left side of the page:
   a. Click Maintenance.
   b. Click Licenses.
   c. Click Licenses Summary.

Related Topics

- About This Page: Licenses Summary, page C-86

Tasks Using the Licenses Summary Page

This page is used to complete the following tasks:

- Displaying Licenses, page 3-8
- Downloading Licenses, page 3-8

About This Page: Logs

The Logs page leads to other pages that enable you to view system logs. See Table C-50.

<table>
<thead>
<tr>
<th>Option</th>
<th>Administration Center Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Viewing the System Log</td>
<td>About This Page: View System Logs, page C-158</td>
</tr>
<tr>
<td>Viewing the System Log</td>
<td>About This Page: View Backup Logs, page C-155</td>
</tr>
<tr>
<td>Viewing the System Information Capture Log</td>
<td>About This Page: View System Information Capture, page C-157</td>
</tr>
</tbody>
</table>

About This Page: Maintenance

The Maintenance page leads to other pages with configuration options listed in Table C-51.

<table>
<thead>
<tr>
<th>Option</th>
<th>Administration Center Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Importing data</td>
<td>• About This Page: Import User Profiles, page C-82</td>
</tr>
<tr>
<td></td>
<td>• About This Page: Import Group Profiles, page C-79</td>
</tr>
<tr>
<td></td>
<td>• About This Page: Import Meetings, page C-80</td>
</tr>
<tr>
<td></td>
<td>• About This Page: Import Cisco Conference Connection Meetings, page C-77</td>
</tr>
</tbody>
</table>
Table C-51  Maintenance Area Configuration Options and Pages (continued)

<table>
<thead>
<tr>
<th>Option</th>
<th>Administration Center Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exporting data</td>
<td>• About This Page: Profile Information, page C-120</td>
</tr>
<tr>
<td></td>
<td>• About This Page: Group Information, page C-70</td>
</tr>
<tr>
<td></td>
<td>• About This Page: Meeting Information, page C-102</td>
</tr>
<tr>
<td></td>
<td>• About This Page: Outgoing Calls Information, page C-115</td>
</tr>
<tr>
<td></td>
<td>• About This Page: Meeting Participants Report, page C-113</td>
</tr>
<tr>
<td></td>
<td>• About This Page: Meeting Participant Join Leave Information, page C-111</td>
</tr>
<tr>
<td></td>
<td>• About This Page: Scheduling Failures Information, page C-127</td>
</tr>
<tr>
<td>Configuring SNMP</td>
<td>• About This Page: SNMP Community Strings, page C-134</td>
</tr>
<tr>
<td></td>
<td>• About This Page: Edit SNMP Community String, page C-55</td>
</tr>
<tr>
<td></td>
<td>• About This Page: SNMP Notification Destinations, page C-136</td>
</tr>
<tr>
<td></td>
<td>• About This Page: Edit SNMP Notification Destination, page C-57</td>
</tr>
<tr>
<td>Installing and managing licenses</td>
<td>• About This Page: Install Licenses, page C-85</td>
</tr>
<tr>
<td></td>
<td>• About This Page: Licenses Summary, page C-86</td>
</tr>
<tr>
<td>Configuring backup</td>
<td>• About This Page: Configure Backup, page C-34</td>
</tr>
<tr>
<td>Sending e-mail blasts</td>
<td>• About This Page: E-Mail Blast, page C-60</td>
</tr>
<tr>
<td>Cleaning up system files</td>
<td>• About This Page: File Cleanup, page C-68</td>
</tr>
<tr>
<td>Customizing voice prompts</td>
<td>• About This Page: Custom Prompts, page C-35</td>
</tr>
</tbody>
</table>

About This Page: Manage Licenses

The Manage Licenses page leads to other pages with configuration options listed in Table C-52.

Table C-52  Manage Licenses Area Options and Pages

<table>
<thead>
<tr>
<th>Option</th>
<th>Administration Center Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installing licenses</td>
<td>About This Page: Install Licenses, page C-85</td>
</tr>
<tr>
<td>Displaying licenses</td>
<td>About This Page: Licenses Summary, page C-86</td>
</tr>
</tbody>
</table>

About This Page: Media Statistics Reports

This page is used to run reports that are useful for troubleshooting the software-based audio and video mixers in Cisco Unified MeetingPlace Express. Topics in this section include:

• Fields on the Media Statistics Reports Page, page C-89
• Output Fields of the Media Statistics Reports Page: Channel Statistics Report, page C-91
• Output Fields of the Media Statistics Reports Page: Channel Status Report, page C-93
Fields on the Media Statistics Reports Page

Table C-53  Media Statistics Reports Page Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Statistics Report</td>
<td>Displays two sets of mixer data:</td>
</tr>
<tr>
<td></td>
<td>- Global statistics—Contains historical data that applies to all voice</td>
</tr>
<tr>
<td></td>
<td>meetings and video conferences handled by the mixers since initialization.</td>
</tr>
<tr>
<td></td>
<td>- Conference statistics—Contains information about voice meetings and video</td>
</tr>
<tr>
<td></td>
<td>conferences that are currently active.</td>
</tr>
<tr>
<td>Channel Statistics Report</td>
<td>Displays mixer statistics for each voice call and video connection that</td>
</tr>
<tr>
<td></td>
<td>is currently active.</td>
</tr>
<tr>
<td>Channel Status Report</td>
<td>Displays mixer status information about each voice call and video</td>
</tr>
<tr>
<td></td>
<td>connection that is currently active.</td>
</tr>
</tbody>
</table>

Related Topics
- About This Page: Media Statistics Reports, page C-88


Note
The fields that display only video information do not appear in report output if no video calls are received by Cisco Unified MeetingPlace Express.

Table C-54  Conference Statistics Report Output Fields

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global Statistics</td>
<td>Date and time the mixer was initialized (system boot time).</td>
</tr>
<tr>
<td>Start Time</td>
<td>Number of hours, minutes, and seconds that the mixer has been active.</td>
</tr>
<tr>
<td>Elapsed Time</td>
<td>Number of currently active voice meetings.</td>
</tr>
<tr>
<td>Active Conf</td>
<td>Maximum number of voice meetings and breakout sessions that were active simultaneously since initialization.</td>
</tr>
<tr>
<td>Max Active Conf</td>
<td>Total number of voice meetings held since initialization. Also includes breakout sessions.</td>
</tr>
<tr>
<td>Total Conf</td>
<td>Number of channels (callers) currently connected to the audio mixer.</td>
</tr>
</tbody>
</table>
About This Page: Media Statistics Reports

Join/Depart Conf: Total number of times that callers joined or left voice meetings and number of times that the system dialed out to an end user to join a meeting or ejected someone from a meeting since system initialization.

Max Conf Duration: Elapsed time of longest running voice meeting.

Total Audio Rcv Pkt: Total number of RTP packets received by the audio mixer.

Total Audio Xmt Pkt: Total number of RTP packets transmitted by the audio mixer.

Total Audio Drop Pkt: Total number of incoming packets that were detected as missing.

Max Jitter: Maximum length of time, in milliseconds, that the RTP jitter buffer holds voice packets. For information about the jitter buffer, see the “About the Jitter Buffer Component” section on page 5-11.

Intra-frames: Number of times the video mixer requested and detected intra-frames. Also the number of timed-out intra-frame requests.

Intra-frames (or I-frames) are frames that carry the complete picture of a participant’s video image. I-frames are sent periodically in a video stream and whenever a video speaker switch occurs.

When the active speaker changes, the system requests an I-frame and then waits to receive an I-frame from the new active speaker before switching the video stream. Until an I-frame is received or the active speaker changes again, the system sends FVU requests to the new active speaker every two seconds.

Active/Previous Speaker: Channel IDs (Chn. ID) of the active and previous speakers in the conference.

Active Video Chn: Number of active video channels in use during this conference.

Max Jitter: Maximum jitter detected in incoming audio during this conference.

---

Table C-54: Conference Statistics Report Output Fields (continued)

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Join/Depart Conf</td>
<td>Total number of times that callers joined or left voice meetings and number of times that the system dialed out to an end user to join a meeting or ejected someone from a meeting since system initialization.</td>
</tr>
<tr>
<td>Max Conf Duration</td>
<td>Elapsed time of longest running voice meeting.</td>
</tr>
<tr>
<td>Total Audio Rcv Pkt</td>
<td>Total number of RTP packets received by the audio mixer.</td>
</tr>
<tr>
<td>Total Audio Xmt Pkt</td>
<td>Total number of RTP packets transmitted by the audio mixer.</td>
</tr>
<tr>
<td>Total Audio Drop Pkt</td>
<td>Total number of incoming packets that were detected as missing.</td>
</tr>
<tr>
<td>Max Jitter</td>
<td>Maximum length of time, in milliseconds, that the RTP jitter buffer holds voice packets. For information about the jitter buffer, see the “About the Jitter Buffer Component” section on page 5-11.</td>
</tr>
<tr>
<td>Conference Statistics</td>
<td></td>
</tr>
<tr>
<td>System Active</td>
<td>Voice meeting server status.</td>
</tr>
<tr>
<td>Date and Time</td>
<td>Date and time that the report was last refreshed, which occurs automatically and frequently.</td>
</tr>
<tr>
<td>Conf ID</td>
<td>Unique number used by the local audio mixer to identify the voice meeting. This value is different from the meeting ID displayed to end users.</td>
</tr>
<tr>
<td>Start Time</td>
<td>Date and time when the voice meeting began.</td>
</tr>
<tr>
<td>Elapsed</td>
<td>Amount of time that the voice meeting has been active.</td>
</tr>
<tr>
<td>Max Active Chn</td>
<td>Total number of active channels (callers) connected to the audio mixer since the voice meeting began.</td>
</tr>
<tr>
<td>Active Chn</td>
<td>Number of channels (callers) currently connected to the audio mixer for this meeting.</td>
</tr>
<tr>
<td>Join/Depart Conf</td>
<td>Total number of user-initiated joinings and departures (the number of times that callers joined or left voice meetings) and system-initiated joinings and departures (the number of times that the system dialed out to an end user to join a meeting or ejected someone from a meeting) since system initialization.</td>
</tr>
<tr>
<td>Audio Pkts Recv/Xmit</td>
<td>Total number of audio RTP packets received and transmitted by the audio mixer for this meeting.</td>
</tr>
<tr>
<td>Video Pkts Recv/Xmit</td>
<td>Total number of video RTP packets transmitted by the video mixer for this meeting.</td>
</tr>
<tr>
<td>Audio Bytes Recv</td>
<td>Amount of audio RTP data, in bytes, received by the audio mixer for this meeting.</td>
</tr>
<tr>
<td>Audio Bytes Xmit</td>
<td>Amount of audio RTP data, in bytes, sent by the audio mixer for this meeting.</td>
</tr>
<tr>
<td>Intra-frames Requested/Detected/Timeouts</td>
<td>Number of times the video mixer requested and detected intra-frames. Also the number of timed-out intra-frame requests. Intra-frames (or I-frames) are frames that carry the complete picture of a participant’s video image. I-frames are sent periodically in a video stream and whenever a video speaker switch occurs. When the active speaker changes, the system requests an I-frame and then waits to receive an I-frame from the new active speaker before switching the video stream. Until an I-frame is received or the active speaker changes again, the system sends FVU requests to the new active speaker every two seconds.</td>
</tr>
<tr>
<td>Active/Previous Speaker</td>
<td>Channel IDs (Chn. ID) of the active and previous speakers in the conference.</td>
</tr>
<tr>
<td>Active Video Chn</td>
<td>Number of active video channels in use during this conference.</td>
</tr>
<tr>
<td>Max Jitter</td>
<td>Maximum jitter detected in incoming audio during this conference.</td>
</tr>
</tbody>
</table>
Table C-54 Conference Statistics Report Output Fields (continued)

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max Play Delay</td>
<td>Maximum delay during this meeting, in milliseconds, between the time a play request was received and the time the buffer started playing out the data. For information about the jitter buffer, see the “About the Jitter Buffer Component” section on page 5-11.</td>
</tr>
<tr>
<td>Play Delay</td>
<td>Current delay, in milliseconds, between the time a play request is received and the time the buffer starts playing out the data for this meeting. For information about the jitter buffer, see the “About the Jitter Buffer Component” section on page 5-11.</td>
</tr>
<tr>
<td>Max Record Delay</td>
<td>Maximum delay during this meeting, in milliseconds, between the time a file recording was requested and the time the recording began.</td>
</tr>
<tr>
<td>Record Delay</td>
<td>Current delay, in milliseconds, between the time a file recording is requested and the time the recording begins.</td>
</tr>
</tbody>
</table>

1. RTP = Real-Time Transport Protocol

Related Topics
- About This Page: Media Statistics Reports, page C-88
- About the Jitter Buffer Component, page 5-11

Output Fields of the Media Statistics Reports Page: Channel Statistics Report

Note: The fields that display only video information do not appear in report output if no video calls are received by Cisco Unified MeetingPlace Express.

Table C-55 Channel Statistics Report Output Fields

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Active Channels</td>
<td>Number of channels that are currently active.</td>
</tr>
<tr>
<td>Channel Record Last</td>
<td>Date and time that the channel record was last refreshed, which occurs automatically and frequently.</td>
</tr>
<tr>
<td>Updated</td>
<td></td>
</tr>
<tr>
<td>Chn. ID</td>
<td>Channel identification assigned to the caller.</td>
</tr>
<tr>
<td>Conf. ID</td>
<td>Unique number used by the local audio mixer to identify the voice meeting. This value is different from the meeting ID displayed to end users.</td>
</tr>
<tr>
<td>Start Time</td>
<td>Date and time that the call was established.</td>
</tr>
<tr>
<td>Elapsed</td>
<td>Amount of time that the call has been active.</td>
</tr>
<tr>
<td>Audio Pkts Rcv/Sent</td>
<td>Number of audio RTP packets received from and sent to the endpoint.</td>
</tr>
<tr>
<td>Video Pkts Rcv/Sent</td>
<td>Number of video RTP packets received from and sent to the endpoint.</td>
</tr>
<tr>
<td>Audio KBytes Rcv/Sent</td>
<td>Amount of audio RTP data, in kilobytes, received from and sent to the endpoint.</td>
</tr>
<tr>
<td>Video KBytes Rcv/Sent</td>
<td>Amount of video RTP data, in kilobytes, received from and sent to the endpoint.</td>
</tr>
<tr>
<td>Out of Order Video Pkts</td>
<td>Number of video RTP packets that were received out of sequence from the endpoint.</td>
</tr>
<tr>
<td>FVU / Flow Cntl Requests</td>
<td>Number of fast video update requests and flow-control requests received from the endpoint.</td>
</tr>
</tbody>
</table>
### About This Page: Media Statistics Reports

When the active speaker changes, the system requests an I-frame and then waits to receive an I-frame from the new active speaker before switching the video stream. Until an I-frame is received or the active speaker changes again, the system sends FVU requests to the new active speaker every two seconds.

Under normal conditions, the requested and detected values should be the same. If these counts do not match, then check the video endpoints for errors.

Also, endpoints that have difficulty decoding video may request additional I-frames. Therefore, endpoints that have a higher I-frame count than others in a conference should be examined for network issues.

### Flush Rate

Average number of flushed packets per second. A flushed packet is one that arrived too late for the audio mixer to play in the correct sequence order and is thus thrown away. Note that the Insert Rate and the Flush Rate should be equal.

### Insert Rate

Average number of PLC^2 packets per second that are locally generated by the audio mixer and inserted in place of packets that did not arrive in time to play out in the correct sequence order. Without PLC packets, callers would hear clicks and pops due to missing packets. Note that the Insert Rate and the Flush Rate should be equal.

### Silence Pkt Rate

Average number of RTP packets per second that are not received, not sent, or are SID^3 packets. Using VAD^4 saves bandwidth by sending RTP packets over the network only when the audio reaches a certain level, such as when a caller talks. When the caller stops talking, a SID packet is sent to notify the audio mixer that a subsequent gap in RTP packets is caused by silence on the call, as opposed to serious network delay. If the last packet in a stream of RTP packets is a SID, then the audio mixer knows not to count the subsequent gap as jitter and to locally generate and play comfort noise to fill the gap.

### Audio Pkt Size

Size of audio RTP packets, in bytes. 160-byte packets correspond to a 20 ms packetization period.

### Max Jitter

Maximum jitter detected in incoming audio packets from the endpoint.

### Avg Jitter

Average jitter value observed for packets arriving from the endpoint.

### Pkt Delay

Delay, in milliseconds, between the current packet being played and the last received packet. Also called buffer depth.

### Digits Rcvd

Number of digits received from the endpoint.

### Digits Sent

Number of digits sent to the endpoint.

### Max. Play Delay

Maximum delay, in milliseconds, between the time a play request was received and the time the buffer started playing out the data. For information about the jitter buffer, see the “About the Jitter Buffer Component” section on page 5-11.

### Play Delay

Current delay, in milliseconds, between the time a play request is received and the time the buffer starts playing out the data.

### Table C-55 Channel Statistics Report Output Fields (continued)

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>I frame Req / Detected</td>
<td>Number of I-frames requested and detected. I-frames are frames that carry the complete picture of a participant’s video image. I-frames are sent periodically in a video stream and whenever a video speaker switch occurs. When the active speaker changes, the system requests an I-frame and then waits to receive an I-frame from the new active speaker before switching the video stream. Until an I-frame is received or the active speaker changes again, the system sends FVU requests to the new active speaker every two seconds. Under normal conditions, the requested and detected values should be the same. If these counts do not match, then check the video endpoints for errors. Also, endpoints that have difficulty decoding video may request additional I-frames. Therefore, endpoints that have a higher I-frame count than others in a conference should be examined for network issues.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Flush Rate</th>
<th>Average number of flushed packets per second. A flushed packet is one that arrived too late for the audio mixer to play in the correct sequence order and is thus thrown away. Note that the Insert Rate and the Flush Rate should be equal.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insert Rate</td>
<td>Average number of PLC^2 packets per second that are locally generated by the audio mixer and inserted in place of packets that did not arrive in time to play out in the correct sequence order. Without PLC packets, callers would hear clicks and pops due to missing packets. Note that the Insert Rate and the Flush Rate should be equal.</td>
</tr>
<tr>
<td>Silence Pkt Rate</td>
<td>Average number of RTP packets per second that are not received, not sent, or are SID^3 packets. Using VAD^4 saves bandwidth by sending RTP packets over the network only when the audio reaches a certain level, such as when a caller talks. When the caller stops talking, a SID packet is sent to notify the audio mixer that a subsequent gap in RTP packets is caused by silence on the call, as opposed to serious network delay. If the last packet in a stream of RTP packets is a SID, then the audio mixer knows not to count the subsequent gap as jitter and to locally generate and play comfort noise to fill the gap.</td>
</tr>
<tr>
<td>Audio Pkt Size</td>
<td>Size of audio RTP packets, in bytes. 160-byte packets correspond to a 20 ms packetization period.</td>
</tr>
<tr>
<td>Max Jitter</td>
<td>Maximum jitter detected in incoming audio packets from the endpoint.</td>
</tr>
<tr>
<td>Avg Jitter</td>
<td>Average jitter value observed for packets arriving from the endpoint.</td>
</tr>
<tr>
<td>Pkt Delay</td>
<td>Delay, in milliseconds, between the current packet being played and the last received packet. Also called buffer depth.</td>
</tr>
<tr>
<td>Digits Rcvd</td>
<td>Number of digits received from the endpoint.</td>
</tr>
<tr>
<td>Digits Sent</td>
<td>Number of digits sent to the endpoint.</td>
</tr>
<tr>
<td>Max. Play Delay</td>
<td>Maximum delay, in milliseconds, between the time a play request was received and the time the buffer started playing out the data. For information about the jitter buffer, see the “About the Jitter Buffer Component” section on page 5-11.</td>
</tr>
<tr>
<td>Play Delay</td>
<td>Current delay, in milliseconds, between the time a play request is received and the time the buffer starts playing out the data.</td>
</tr>
</tbody>
</table>
Table C-55  Channel Statistics Report Output Fields (continued)

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max. Record Delay</td>
<td>Maximum delay, in milliseconds, between the time a file recording was requested and the time the recording began.</td>
</tr>
<tr>
<td>Record Delay</td>
<td>Current delay, in milliseconds, between the time a file recording is requested and the time the recording begins.</td>
</tr>
</tbody>
</table>

1. RTP = Real-Time Transport Protocol  
2. PLC = packet loss concealment  
3. SID = Silence Insertion Descriptor  
4. VAD = Voice Activity Detection

Related Topics
- About This Page: Media Statistics Reports, page C-88
- About the Jitter Buffer Component, page 5-11
- About Voice Activity Detection Support, page 5-12

Output Fields of the Media Statistics Reports Page: Channel Status Report

**Note**  
The fields that display only video information do not appear in report output if no video calls are received by Cisco Unified MeetingPlace Express.

Table C-56  Channel Status Report Output Fields

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conf. ID</td>
<td>Unique number used by the local audio mixer to identify the voice meeting. This value is different from the meeting ID displayed to end users.</td>
</tr>
<tr>
<td>Chn. ID</td>
<td>Channel identification assigned to the caller.</td>
</tr>
<tr>
<td>Callers DN</td>
<td>Phone number of the video caller.</td>
</tr>
<tr>
<td>State</td>
<td>Whether or not the caller is currently in a voice meeting.</td>
</tr>
<tr>
<td>Mixed</td>
<td>Whether or not the caller’s voice stream is currently being heard by others in the voice meeting. The audio mixer mixes the three loudest callers at any given time, and all other meeting participants cannot be heard at all.</td>
</tr>
<tr>
<td>Rmt Audio IP Addr</td>
<td>Caller’s voice endpoint IP address.</td>
</tr>
<tr>
<td>Rmt Audio RTP Port</td>
<td>Caller’s voice endpoint RTP port.</td>
</tr>
<tr>
<td>Rmt A/V IP Addr</td>
<td>Caller’s voice endpoint IP address and video endpoint IP address.</td>
</tr>
<tr>
<td>Rmt A/V RTP Port</td>
<td>Caller’s voice endpoint RTP port and video endpoint RTP port.</td>
</tr>
</tbody>
</table>
### Table C-56  Channel Status Report Output Fields (continued)

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rmt Audio RTCP Port</td>
<td>Caller’s voice endpoint RTCP^2 port.</td>
</tr>
<tr>
<td>or</td>
<td>or</td>
</tr>
<tr>
<td>Rmt A/V RTCP Port</td>
<td>Caller’s voice endpoint RTCP port and video endpoint RTCP port.</td>
</tr>
<tr>
<td>or</td>
<td>or</td>
</tr>
<tr>
<td>Lcl Audio IP Addr</td>
<td>IP address of the audio port for your Cisco Unified MeetingPlace Express system.</td>
</tr>
<tr>
<td>or</td>
<td>or</td>
</tr>
<tr>
<td>Lcl A/V IP Addr</td>
<td>IP addresses of the audio and video ports for your Cisco Unified MeetingPlace Express system.</td>
</tr>
<tr>
<td>or</td>
<td>or</td>
</tr>
<tr>
<td>Lcl Audio RTP Port</td>
<td>RTP port of the Cisco Unified MeetingPlace Express audio mixer, which receives the caller's audio RTP stream.</td>
</tr>
<tr>
<td>or</td>
<td>or</td>
</tr>
<tr>
<td>Lcl A/V RTP Port</td>
<td>RTP ports of the Cisco Unified MeetingPlace Express audio mixer and video mixer, which receive the caller’s audio and video RTP streams.</td>
</tr>
<tr>
<td>or</td>
<td>or</td>
</tr>
<tr>
<td>Lcl Audio RTCP Port</td>
<td>RTCP port of the Cisco Unified MeetingPlace Express audio mixer, which receives the caller’s audio RTCP messages.</td>
</tr>
<tr>
<td>or</td>
<td>or</td>
</tr>
<tr>
<td>Lcl A/V RTCP Port</td>
<td>RTCP ports of the Cisco Unified MeetingPlace Express audio mixer and video mixer, which receive the caller’s audio and video RTCP messages.</td>
</tr>
<tr>
<td>or</td>
<td>or</td>
</tr>
<tr>
<td>TOS</td>
<td>IP type of service setting for the output stream to this caller.</td>
</tr>
<tr>
<td>TTL</td>
<td>Time-to-live, in hops, for transmitted packets.</td>
</tr>
<tr>
<td>Audio Payld Type</td>
<td>Audio payload type used in the RTP media streams.</td>
</tr>
<tr>
<td>or</td>
<td>or</td>
</tr>
<tr>
<td>A/V Payld Type</td>
<td>Audio and video payload type used in the RTP media streams.</td>
</tr>
<tr>
<td>or</td>
<td>or</td>
</tr>
<tr>
<td>Valid payload types:</td>
<td></td>
</tr>
<tr>
<td>• 0—G.711ulaw.</td>
<td></td>
</tr>
<tr>
<td>• 8—G.711alaw.</td>
<td></td>
</tr>
<tr>
<td>• 34—H.263 (1996) video.</td>
<td></td>
</tr>
<tr>
<td>• 96-127—DTMF^3 or H.264 video. During call setup, an unused payload type is negotiated from the dynamic payload type range.</td>
<td></td>
</tr>
<tr>
<td>Ann. Active</td>
<td>Whether or not an announcement is currently being played.</td>
</tr>
<tr>
<td>Ann. File Name</td>
<td>Displays the full name of the file or prompt that is currently being played.</td>
</tr>
<tr>
<td>Rec. Active</td>
<td>Whether or not the call is being recorded.</td>
</tr>
<tr>
<td>Rec. File Name</td>
<td>Displays the full name of the file to which the call is being recorded.</td>
</tr>
</tbody>
</table>

---

1. RTP = Real-Time Transport Protocol
2. RTCP = RTP Control Protocol
3. DTMF = dual tone multifrequency

**Related Topics**
- About This Page: Media Statistics Reports, page C-88
Finding the Media Statistics Reports Page

Step 1  Log in to Cisco Unified MeetingPlace Express.
Step 2  At the top of the page, click Administration.
Step 3  On the left side of the page:
   a. Click Reports.
   b. Click Media Statistics Reports.

Related Topics
- About This Page: Media Statistics Reports, page C-88

Tasks Using the Media Statistics Reports Page

This page is used to complete the following task:
- Running a Report about the Audio Mixer and Video Mixer, page 10-15

About This Page: Meeting Cancellation Report

This page provides information about each meeting that was cancelled during a specified range of dates. Topics in this section include:
- Fields on the Meeting Cancellation Report Page, page C-95
- Output Fields of the Meeting Cancellation Report Page, page C-96
- Finding the Meeting Cancellation Report Page, page C-97
- Tasks Using the Meeting Cancellation Report Page, page C-97

Fields on the Meeting Cancellation Report Page

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report type</td>
<td>The format in which you want the meeting cancellation report delivered.</td>
<td>html, txt</td>
</tr>
<tr>
<td></td>
<td>If you select the txt option, then all fields are displayed in the report</td>
<td>Default: html</td>
</tr>
<tr>
<td>Destination</td>
<td>Destination of the generated report output. For descriptions and restrictions</td>
<td>Screen, File,</td>
</tr>
<tr>
<td></td>
<td>for each option, see the “About Report Destinations” section on page 10-2.</td>
<td>Printer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Default: Screen</td>
</tr>
</tbody>
</table>
### Output Fields of the Meeting Cancellation Report Page

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
</table>
| Sort by                      | The criteria by which you want the meeting cancellation report data sorted. | User ID  
Meeting ID  
Date  
Default: Meeting ID |
| Start date                   | The starting date for the meeting cancellation report. | Format: mm/dd/yyyy  
Default: yesterday’s date |
| End date                     | The ending date for the meeting cancellation report. | Format: mm/dd/yyyy  
Default: today’s date |

#### Table C-57 Meeting Cancellation Report Page Fields (continued)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check Boxes(^1)</td>
<td>Displays all fields in the report output.</td>
<td>—</td>
</tr>
<tr>
<td>Scheduler ID</td>
<td>Name of the meeting scheduler.</td>
<td>—</td>
</tr>
<tr>
<td>Name</td>
<td>Meeting subject.</td>
<td>—</td>
</tr>
<tr>
<td>Number of required ports</td>
<td>Number of ports that were reserved for the meeting.</td>
<td>—</td>
</tr>
<tr>
<td>Required length of conferences</td>
<td>Length of time scheduled for the meeting.</td>
<td>—</td>
</tr>
<tr>
<td>Dialable conference ID</td>
<td>Meeting ID.</td>
<td>—</td>
</tr>
<tr>
<td>Start date/time of conference</td>
<td>Scheduled start date and time of the meeting.</td>
<td>—</td>
</tr>
<tr>
<td>Billing code</td>
<td>Code used in billing reports.</td>
<td>—</td>
</tr>
</tbody>
</table>

---

1. If you specify the txt **Report type**, then these check boxes are dimmed and cannot be unchecked.

### Related Topics
- About This Page: Meeting Cancellation Report, page C-95
Finding the Meeting Cancellation Report Page

**Step 1** Log in to Cisco Unified MeetingPlace Express.
**Step 2** At the top of the page, click **Administration**.
**Step 3** On the left side of the page:
   a. Click **Reports**.
   b. Click **Meeting Cancellation Report**.

Related Topics
- About This Page: Meeting Cancellation Report, page C-95

Tasks Using the Meeting Cancellation Report Page

This page is used to complete the following task:
- Running a Report about Meeting Cancellations, page 10-10

About This Page: Meeting Configuration

This page is used to configure system-wide meeting parameters, including some security features. Topics in this section include:
- Fields on the Meeting Configuration Page, page C-98
- Finding the Meeting Configuration Page, page C-101
- Tasks Using the Meeting Configuration Page, page C-102
## Fields on the Meeting Configuration Page

### Table C-59 Meeting Configuration Page Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access ports</td>
<td>(Read only) Number of voice ports for scheduled and reservationless meetings on the system, determined by the installed voiceconf and maxvoice licenses. To view installed and enabled licenses, see the “Displaying Licenses” section on page 3-8. The displayed value determines the maximum possible number of simultaneous voice meeting connections to Cisco Unified MeetingPlace Express.</td>
<td>—</td>
</tr>
<tr>
<td>Floater ports</td>
<td>Number of voice ports that are reserved as floater ports. Floater ports can be used by any meeting to accommodate unanticipated additional attendees. Restriction: This number cannot exceed the number displayed in the Access ports field. Recommendation: See the “Recommended Port Configurations for Scheduled and Reservationless Meetings” section on page 5-9.</td>
<td>See range displayed next to field. Default: 2</td>
</tr>
<tr>
<td>Overbook ports</td>
<td>Number of voice ports to allow for scheduling meetings that exceed the number of available voice ports on the system. If you use this feature, then you assume that users who are scheduled to attend meetings do not always attend, leaving their reserved voice ports unused. Once all voice ports are in use, then any more people who try to attend a voice meeting will not be able to get through. Restriction: This number cannot exceed twice the number displayed in the Access ports field. Recommendation: See the “Recommended Port Configurations for Scheduled and Reservationless Meetings” section on page 5-9.</td>
<td>See range displayed next to field. Default: 0</td>
</tr>
<tr>
<td>Web ports</td>
<td>(Read only) Number of web ports for scheduled and reservationless meetings on the system, determined by the installed webconf and maxweb licenses. To view installed and enabled licenses, see the “Displaying Licenses” section on page 3-8. The displayed value determines the maximum number of possible simultaneous connections to Cisco Unified MeetingPlace Express using the full web meeting room.</td>
<td>—</td>
</tr>
<tr>
<td>Web floater ports</td>
<td>Number of web ports that are reserved as floater ports. Floater ports can be used by any meeting to accommodate unanticipated additional attendees. Restriction: This number cannot exceed the number displayed in the Web ports field. Recommendation: See the “Recommended Port Configurations for Scheduled and Reservationless Meetings” section on page 5-9.</td>
<td>See range displayed next to field. Default: 2</td>
</tr>
</tbody>
</table>
### Table C-59 Meeting Configuration Page Fields (continued)

<table>
<thead>
<tr>
<th>Field (continued)</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web overbook ports</td>
<td>Number of web ports to allow for scheduling meetings that exceed the number of available web ports on the system. If you use this feature, then you assume that users who are scheduled to attend meetings do not always attend, leaving their reserved web ports unused. Once all web ports are in use, then any more people who try to attend a full web meeting will not be able to get through. Restriction: This number cannot exceed twice the number displayed in the Web ports field. Recommendation: See the “Recommended Port Configurations for Scheduled and Reservationless Meetings” section on page 5-9.</td>
<td>See range displayed next to field. Default: 0</td>
</tr>
<tr>
<td>Maximum ports per meeting for Reservationless</td>
<td>Number of web or voice ports that can be reserved for individual reservationless meetings. Restriction: This number cannot exceed the number displayed in either the Access ports field or the Web ports field. Recommendation: Consider meeting sizes typically conducted by your company and users.</td>
<td>See range displayed next to field. Default: 6</td>
</tr>
<tr>
<td>Maximum ports per meeting for Scheduled</td>
<td>Number of web or voice ports that can be reserved for individual scheduled meetings. Restriction: This number cannot exceed the number displayed in either the Access ports field or the Web ports field. Recommendation: Consider meeting sizes typically conducted by your company and users.</td>
<td>See range displayed next to field. Default: 6</td>
</tr>
<tr>
<td>Default number of ports per meeting</td>
<td>Default number of voice and web ports to reserve for meetings. In the Schedule Meeting page of the profiled user, this is the default number that appears in the Number of Participants field. Restriction: This number cannot exceed the number displayed in either the Access ports field or the Web ports field.</td>
<td>See range displayed next to field. Default: 4</td>
</tr>
<tr>
<td>Default length of meeting (minutes)</td>
<td>Default length of meetings, in minutes. In the Schedule Meeting page of the profiled user, this is the default value that appears in the Duration field. This field also applies to reservationless meetings. Restriction: This number cannot exceed the value entered in the Maximum meeting length (minutes) field. Recommendation: Consider meeting lengths typically conducted by your company and users.</td>
<td>Range: 5 to 1440 Default: 30</td>
</tr>
<tr>
<td>Maximum meeting length (minutes)</td>
<td>Maximum length of a meeting, in minutes. Specifically: • Users cannot schedule meetings longer than this number of minutes. • Reservationless meetings end after this number of minutes. Recommendation: Consider length of typical meetings for your company and users.</td>
<td>Range: 30 to 1440 Default: 240</td>
</tr>
</tbody>
</table>
About This Page: Meeting Configuration

Table C-59  Meeting Configuration Page Fields (continued)

<table>
<thead>
<tr>
<th>Field (continued)</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
</table>
| Mtg ID start guard time (minutes) | Number of minutes before the requested meeting start time that the associated meeting ID is reserved. This field and the Meeting ID end guard time (minutes) field control when meeting IDs are available for reuse and when the system recognizes a meeting ID. Before the meeting ID start guard time, users who try to attend the meeting hear or see on the screen: “This is not a recognized meeting ID number.” During the meeting ID start guard time period, users hear: “The meeting has not started.” Restriction: This field does not apply to reservationless meetings. Recommendation: 30. Nevertheless, to ensure that meeting IDs are available for reuse, decrease this value if the number of simultaneous meetings to be held on your system is about the same as the number of available meeting IDs. | Range: 0 to 1440  
Default: 30 |
| Meeting ID end guard time (minutes) | Number of minutes after a meeting that the associated meeting ID is reserved. This field and the Mtg ID start guard time (minutes) field control when meeting IDs are available for reuse and when the system recognizes a meeting ID. During the meeting ID end guard time, users who try to attend the meeting hear or see on the screen: “The meeting has ended.” After the meeting ID end guard time period, users hear: “This is not a recognized meeting ID number.” Restriction: This field does not apply to reservationless meetings. Recommendation: 15. Nevertheless, to ensure that meeting IDs are available for reuse, decrease this value if the number of simultaneous meetings to be held on your system is about the same as the number of available meeting IDs. | Range: 0 to 1440  
Default: 15 |
| Extend meeting (minutes)     | Whether or not to extend meetings if they run over the requested duration and if ports are available. Meetings may continue to be extended, as long as ports are available, up to the Maximum meeting length (minutes) field setting. If you select Yes, then also enter the number of minutes to extend meetings. If you select No, or if ports are not available at the end of the meeting, then callers receive a warning that the meeting will end. The warning time is determined by the Last warning time field. Restriction: This field does not apply to reservationless meetings. | Yes/No  
Range: 10 to 60  
Default: 15 |
| Early mtg start (minutes)    | Maximum time, in minutes, before the scheduled meeting start that early arrivals may enter the meeting. Restrictions:  
  • This number cannot exceed the value entered in the Mtg ID start guard time (minutes) field.  
  • This field does not apply to reservationless meetings. Recommendation: 10. | Range: 0 to 30  
Default: 10 |
| Last warning time            | Number of minutes before the end of a meeting to issue a warning. | Range: 2 to 10  
Default: 2 |
### Table C-59  Meeting Configuration Page Fields (continued)

<table>
<thead>
<tr>
<th>Field (continued)</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
</table>
| Minimum meeting password length          | Minimum number of characters required in meeting passwords. Follow your company guidelines for similar telecommunications systems. A value of 0 means that meeting passwords are never required, even for meetings that are scheduled by users whose user profile Password required field is set to Yes. | Range: 0 to 11  
Default: 0                                       |
| Maximum advance days to schedule         | How many days in advance people can schedule meetings.                                                                                                                                                       | Range: 1 to 729  
Default: 300                                        |
| Days until meeting recordings purged     | Number of days that recordings are stored on the system. Restriction: Changes to this field apply only to meetings that are scheduled after the field is changed. For each meeting, the system applies the field value that was configured at the time the meeting was scheduled. | Range: 0 to 60  
Default: 7                                               |
| Days until meeting statistics purged     | Number of days historical meeting data is stored on system. Restriction: Changes to this field apply only to meetings that are scheduled after the field is changed. For each meeting, the system applies the field value that was configured at the time the meeting was scheduled. | Range: 0 to 180  
Default: 120                                           |
| Allow vanity meeting IDs                 | If you select Yes, then users may request a specific meeting ID while scheduling a meeting. If a requested meeting ID is already reserved for another meeting, then the user is prompted to select another meeting ID.  
If you select No, then a unique, randomly generated ID is assigned to every scheduled meeting. Users cannot change the assigned meeting IDs. | Yes/No  
Default: Yes                                         |
| Minimum meeting ID length                | Minimum number of characters in meeting IDs.  
If you enter a value less than 4 in this field, the system assigns 4-digit meeting IDs to new meetings when the scheduler does not enter a vanity meeting ID. Longer meeting IDs are more secure, because they are more difficult to guess. | Range: 3 to 9  
Default: 4                                               |
| Enable reservationless                   | Allow or prevent reservationless meetings on the system.                                                                                                                                                       | Yes/No  
Default: Yes                                         |
| Reservationless: Allow 3rd party initiate | Whether or not profiled users can start a reservationless meeting before the meeting owner joins.                                                                                                                                               | Yes/No  
Default: Yes                                         |
| Reservationless: Bill 3rd party initiator | Whether each reservationless meeting is billed to the user who starts the meeting or to the meeting owner (no matter who starts the meeting).                                                                                                                                 | Yes/No  
Default: No                                           |

### Related Topics
- About This Page: Meeting Configuration, page C-97

### Finding the Meeting Configuration Page

**Step 1**  
Log in to Cisco Unified MeetingPlace Express.

**Step 2**  
At the top of the page, click Administration.
Step 3  On the left side of the page:
  a. Click System Configuration.
  b. Click Meeting Configuration.

Related Topics
- About This Page: Meeting Configuration, page C-97

Tasks Using the Meeting Configuration Page

This page is used to complete the following tasks:
- Configuring System-Wide Parameters for Scheduled and Reservationless Meetings, page 5-13
- Configuring Reservationless Meetings, page 5-14
- Configuring Requirements for Meeting Passwords, page 11-4
- Restricting the Use of Vanity Meeting IDs, page 11-6

About This Page: Meeting Information

This page is used to export meeting information from the Cisco Unified MeetingPlace Express database for all meetings that occur during a specified range of dates. Topics in this section include:
- Fields on the Meeting Information Page, page C-102
- Output Fields of the Meeting Information Page—Used for Importing Meetings, page C-103
- Finding the Meeting Information Page, page C-110
- Tasks Using the Meeting Information Page, page C-111

Fields on the Meeting Information Page

Table C-60 Meeting Information Page Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination</td>
<td>Destination of the exported information. For descriptions, restrictions, and recommendations for each option, see the “About Export Destinations” section on page 10-2.</td>
<td>Screen, File, Printer, Default: Screen</td>
</tr>
<tr>
<td>Include field header names</td>
<td>Whether or not to include the field header names in the exported file.</td>
<td>No, Yes, Default: Yes</td>
</tr>
<tr>
<td>Include ended meetings</td>
<td>Whether or not to include meetings that have already ended in the exported file.</td>
<td>No, Yes, Default: No</td>
</tr>
</tbody>
</table>
Appendix C Administration Center Page References for Cisco Unified MeetingPlace Express

About This Page: Meeting Information

Table C-60 Meeting Information Page Fields (continued)

<table>
<thead>
<tr>
<th>Field (continued)</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start date</td>
<td>Earliest date for which you want to export meeting details.</td>
<td>Format: mm/dd/yyyy Default: yesterday’s date</td>
</tr>
<tr>
<td>End date</td>
<td>Latest date for which you want to export meeting details. When left blank, the exported output includes all future meetings.</td>
<td>Format: mm/dd/yyyy Default: today’s date</td>
</tr>
</tbody>
</table>

Related Topics
- About This Page: Meeting Information, page C-102

Output Fields of the Meeting Information Page—Used for Importing Meetings

Table C-61 lists, in alphabetical order, the output fields that the system displays after exporting meeting information. It also includes field descriptions and values, which are useful when you use the exported output to create import files.

Table C-61 Output Fields of the Meeting Information Page—Used to Import Meetings

<table>
<thead>
<tr>
<th>Header Field</th>
<th>Description</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required Header Fields for Importing Meetings</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DialableConfID</td>
<td>Unique number used by the local audio mixer to identify the voice meeting. This value is different from the meeting ID displayed to end users.</td>
<td>Numeric characters</td>
</tr>
<tr>
<td>ReqLengthOfConf</td>
<td>The requested number of minutes for this meeting.</td>
<td>Number Default: 30</td>
</tr>
<tr>
<td>StartDateTimeOfConf</td>
<td>The date and time for which this meeting is scheduled. Note that this field is read-only.</td>
<td>MM/DD/YYYY HH:MM</td>
</tr>
<tr>
<td><strong>Optional Header Fields for Importing Meetings</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ActLenOfConf</td>
<td>The actual length of the meeting, in seconds.</td>
<td>Number No default.</td>
</tr>
<tr>
<td>ActLenOfDataConf</td>
<td>The actual length of the web meeting room meeting, in seconds.</td>
<td>Number No default.</td>
</tr>
<tr>
<td>ActnParticipants</td>
<td>The number of participants who attended this meeting.</td>
<td>Number No default.</td>
</tr>
<tr>
<td>ActnRSs</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>ActSrtTimeOfConf</td>
<td>The date and time at which the meeting started.</td>
<td>MM/DD/YYYY HH:MM</td>
</tr>
<tr>
<td>ActSrtTimeOfDataConf</td>
<td>The date and time at which the web meeting room meeting started. Note that if this is a voice-only meeting with no web meeting room, this field displays a dummy value.</td>
<td>MM/DD/YYYY HH:MM</td>
</tr>
</tbody>
</table>
### Table C-61  Output Fields of the Meeting Information Page—Used to Import Meetings (continued)

<table>
<thead>
<tr>
<th>Header Field</th>
<th>Description</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>AgendaRecordTimeUsed</td>
<td>Amount of time, in seconds, that the agenda recording for this meeting uses.</td>
<td>Default: 0</td>
</tr>
<tr>
<td>allowguestoutdial</td>
<td>Whether guest users can make outgoing calls from this meeting.</td>
<td>Yes/No/Default: No</td>
</tr>
<tr>
<td>announceqarr</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>announceqdep</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>AutoDistributeAtt</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>BillCode</td>
<td>Code used in billing reports. For more information, see the “About Billing Information” section on page 8-19.</td>
<td>0 to 17 alphanumeric characters</td>
</tr>
<tr>
<td></td>
<td>Recommendation: Follow existing conventions at your company, such as department codes.</td>
<td></td>
</tr>
<tr>
<td>concurrentquestions</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>ConfExtensionFailCode</td>
<td>The reason that the attempted meeting extension failed. If no extensions failed, this value is 0.</td>
<td>Error code. These error codes are described in Table C-75. Default: 0</td>
</tr>
<tr>
<td>ConfNum</td>
<td>Unique conference number assigned to this meeting after it was successfully scheduled.</td>
<td>Any number</td>
</tr>
<tr>
<td>ContactUid</td>
<td>Username of the user who scheduled this meeting. For more information, see the “About the Types of Users” section on page 8-7.</td>
<td>0 to 17 alphanumeric characters Any valid user ID</td>
</tr>
<tr>
<td>CurAttNameHeaderSpace</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>CurAttRefID</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>CurDataAttSpace</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>CurNumDataAtt</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>CurNumVoiceAtt</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>CurVoiceAttSpace</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>DefaultAbility</td>
<td>The default speaking ability that this meeting assigns to uninvited participants.</td>
<td>Listener SpeakerPlus Default: SpeakerPlus</td>
</tr>
<tr>
<td>DefNotPriority</td>
<td>Priority given to the e-mail notifications sent when this meeting is scheduled.</td>
<td>Low Normal Urgent Default: Normal</td>
</tr>
<tr>
<td>EncryptedConfPwd</td>
<td>Password used to log in to this meeting from a workstation. Restriction: Unicode is not supported.</td>
<td>5 to 17 alphanumeric characters</td>
</tr>
</tbody>
</table>
### Table C-61  Output Fields of the Meeting Information Page—Used to Import Meetings (continued)

<table>
<thead>
<tr>
<th>Header Field</th>
<th>Description</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>fallowguestview</td>
<td>Whether the system should display this meeting to everyone, as a default.</td>
<td>Yes, No</td>
</tr>
<tr>
<td></td>
<td>Default: No</td>
<td></td>
</tr>
<tr>
<td>fautoproenabled</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>fAutoStartRecord</td>
<td>Whether the system automatically starts recording the meeting.</td>
<td>Yes, No</td>
</tr>
<tr>
<td></td>
<td>Default: No</td>
<td></td>
</tr>
<tr>
<td>fBAgendaAttAvail</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>fchatsession</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>fDisableRollCall</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>fEndMtgWarn</td>
<td>Whether or not this meeting has end of meeting warnings turned on.</td>
<td>Yes, No</td>
</tr>
<tr>
<td></td>
<td>Default: No</td>
<td></td>
</tr>
<tr>
<td>fismtgseminartype</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>fMtgExtendPrompts</td>
<td>Whether or not this meeting has extended prompts turned on.</td>
<td>Yes, No</td>
</tr>
<tr>
<td></td>
<td>Default: No</td>
<td></td>
</tr>
<tr>
<td>fNamedDisconnect</td>
<td>Announcement played when participants leave this meeting.</td>
<td>Beep only, Beep+Name, Silent</td>
</tr>
<tr>
<td></td>
<td>Default: Beep+Name</td>
<td></td>
</tr>
<tr>
<td>fNamedIntroduction</td>
<td>Announcement played when participants join this meeting.</td>
<td>Beep only, Beep+Name, Silent</td>
</tr>
<tr>
<td></td>
<td>Default: Beep+Name</td>
<td></td>
</tr>
<tr>
<td>fPasswordRequired</td>
<td>Whether or not this meeting requires a password.</td>
<td>Yes, No</td>
</tr>
<tr>
<td></td>
<td>This field also applies to reservationless meetings.</td>
<td>Default: No</td>
</tr>
<tr>
<td>fPasswordRequiredOnOD</td>
<td>Whether or not a dial-out participant must provide a profile password before</td>
<td>Yes, No</td>
</tr>
<tr>
<td></td>
<td>being admitted into the voice meeting.</td>
<td>Default: Yes</td>
</tr>
<tr>
<td></td>
<td>See the “About Toll Fraud Prevention Options” section on page 11-2.</td>
<td></td>
</tr>
<tr>
<td>fPosted</td>
<td>Whether or not the recording of this meeting is posted.</td>
<td>Yes, No</td>
</tr>
<tr>
<td></td>
<td>Default: No</td>
<td></td>
</tr>
<tr>
<td>fnadisabled</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>fQuickMtgEntryAllowed</td>
<td>Not supported.</td>
<td></td>
</tr>
</tbody>
</table>
### Table C-61: Output Fields of the Meeting Information Page—Used to Import Meetings (continued)

<table>
<thead>
<tr>
<th>Header Field</th>
<th>Description</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>fRecordConference</td>
<td>Whether or not this meeting is recorded.</td>
<td>Yes, No, Default: No</td>
</tr>
<tr>
<td>fScreenedIntroduction</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>fStartPeopleInwr</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>fTAgendaAttAvail</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>fUsedBlastOutdial</td>
<td>Whether meeting participants were called to the meeting.</td>
<td>Yes, No, Default: No</td>
</tr>
<tr>
<td>fVAgendaAttAvail</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>LastModified</td>
<td>The date and time when the meeting information was last modified. Note that this field is read-only.</td>
<td>MM/DD/YY HH:MM</td>
</tr>
<tr>
<td>MaxDaysReOccuring</td>
<td>The number of days after which this meeting recurs.</td>
<td>Number, Default: 1</td>
</tr>
<tr>
<td>MeetingJoinRestriction</td>
<td>Who can join this meeting.</td>
<td>Anyone, Users, Invited Users, Default: Anyone</td>
</tr>
<tr>
<td>MPConnectionType</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>mtgflex1</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>mtgflex2</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>mtgflex3</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>mtgflex4</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>mtgflex5</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>mtgflex6</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>mtgflex7</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>MtgNoteRestriction</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>NameRecordTimeUsed</td>
<td>Amount of time, in seconds, that the recorded name of this meeting uses.</td>
<td>Number, Default: 0</td>
</tr>
<tr>
<td>nDataAttAdded</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>nGuestMtgNotesAccesses</td>
<td>The number of guest users who listened to the meeting recording through the TUI.</td>
<td>Number, Default: 0</td>
</tr>
<tr>
<td>nPartAttemptsAfterConfLocked</td>
<td>The number of participants that tried to join the meeting after it was locked.</td>
<td>Number, Default: 0</td>
</tr>
<tr>
<td>nPartRegistered</td>
<td>The number of participants invited to this meeting.</td>
<td>Number, Default: 0</td>
</tr>
</tbody>
</table>
Table C-61  Output Fields of the Meeting Information Page—Used to Import Meetings (continued)

<table>
<thead>
<tr>
<th>Header Field</th>
<th>Description</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>nPartsRequested</td>
<td>The number of participants invited to this meeting.</td>
<td>Number</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Default: 0</td>
</tr>
<tr>
<td>nPortsRequired</td>
<td>The number of ports required for this meeting.</td>
<td>Number</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Default: 0</td>
</tr>
<tr>
<td>nRemoteServersRegistered</td>
<td><em>Not supported.</em></td>
<td></td>
</tr>
<tr>
<td>numdataparts</td>
<td><em>Not supported.</em></td>
<td></td>
</tr>
<tr>
<td>NumSuccConfExtensions</td>
<td>The number of times that the meeting was successfully extended.</td>
<td>Number</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Default: 0</td>
</tr>
<tr>
<td>nUserGUIImtgNotes</td>
<td><em>Not supported.</em></td>
<td></td>
</tr>
<tr>
<td>Accesses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>nUserVUIImtgNotes</td>
<td>The number of profiled users who listened to the meeting recording through the TUI.</td>
<td>Number</td>
</tr>
<tr>
<td>Accesses</td>
<td></td>
<td>Default: 0</td>
</tr>
<tr>
<td>nVoiceAttAdded</td>
<td><em>Not supported.</em></td>
<td></td>
</tr>
<tr>
<td>OriginallyScheduled</td>
<td>The date and time when this meeting was originally scheduled.</td>
<td>MM/DD/YYYY HH:MM</td>
</tr>
<tr>
<td></td>
<td>Note that this field is read-only.</td>
<td></td>
</tr>
<tr>
<td>OrigNumberOfPorts</td>
<td>Number of ports planned for this meeting.</td>
<td>Number</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No default.</td>
</tr>
<tr>
<td>OutdialFirstCall</td>
<td>Whether meeting participants were called after the first called joined the meeting.</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Default: No</td>
</tr>
<tr>
<td>PartRecordTimeUsed</td>
<td>Amount of time, in seconds, of participant name headers that are recorded.</td>
<td>Number</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Default: 0</td>
</tr>
<tr>
<td>PeakAttDataSpace</td>
<td><em>Not supported.</em></td>
<td></td>
</tr>
<tr>
<td>PeakAttVoiceSpace</td>
<td><em>Not supported.</em></td>
<td></td>
</tr>
<tr>
<td>PeaknDataAtt</td>
<td><em>Not supported.</em></td>
<td></td>
</tr>
<tr>
<td>PeakNumberOfParticipants</td>
<td>The peak number of participants in this meeting.</td>
<td>Number</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Default: 0</td>
</tr>
<tr>
<td>PeakNumberOfPorts</td>
<td>The peak number of ports used during this meeting.</td>
<td>Number</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Default: 0</td>
</tr>
<tr>
<td>PeakNumberOfRSs</td>
<td><em>Not supported.</em></td>
<td></td>
</tr>
<tr>
<td>PeakVoiceAtt</td>
<td><em>Not supported.</em></td>
<td></td>
</tr>
<tr>
<td>PeakVRecordTimeUsed</td>
<td>The peak number of recording seconds used by a meeting over its lifetime.</td>
<td>Number</td>
</tr>
<tr>
<td></td>
<td>A historical statistic used for billing purposes.</td>
<td>Default: 0</td>
</tr>
<tr>
<td>PriSiteNum</td>
<td><em>Not supported.</em></td>
<td></td>
</tr>
<tr>
<td>PriUnitNum</td>
<td><em>Not supported.</em></td>
<td></td>
</tr>
<tr>
<td>profileflex1</td>
<td><em>Not supported.</em></td>
<td></td>
</tr>
</tbody>
</table>
### Table C-61: Output Fields of the Meeting Information Page—Used to Import Meetings (continued)

<table>
<thead>
<tr>
<th>Header Field</th>
<th>Description</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>profileflex2</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>profileflex3</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>profileflex4</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>profileflex5</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>profileflex6</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>profileflex7</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>qnanotify</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>ReoccuringConference</td>
<td>How often this meeting occurs.</td>
<td>Never, Once, Daily, Weekly, Monthly, Weekdays, Permanent</td>
</tr>
<tr>
<td></td>
<td>Default:</td>
<td>—</td>
</tr>
<tr>
<td>RsvnlessStartID</td>
<td>The user ID of the person who scheduled this meeting.</td>
<td>0 to 17 alphanumeric characters, Any valid user ID</td>
</tr>
<tr>
<td></td>
<td>Restriction: For reservationless meetings only.</td>
<td>—</td>
</tr>
<tr>
<td>SchedulerTimeZone</td>
<td>Time zone of the scheduler. For more information, see the “About Time Zones” section on page 8-17.</td>
<td>Choose from the options in the drop-down menu. Default: Local time of Cisco Unified MeetingPlace Express server</td>
</tr>
<tr>
<td>SchedulerUid</td>
<td>The username (used to log in to Cisco Unified MeetingPlace Express from a workstation, not from a phone) of the person who scheduled the meeting.</td>
<td>Any valid user ID.</td>
</tr>
<tr>
<td>SchedulingClient</td>
<td>The client used to schedule this meeting.</td>
<td>VUI, Web</td>
</tr>
<tr>
<td>SendInviteListWithNot</td>
<td>Whether or not to include the names of meeting invitees in the e-mail notification sent when this meeting is scheduled.</td>
<td>No, Yes, Default: No</td>
</tr>
<tr>
<td>SendMtgPwdWithNot</td>
<td>Whether or not a meeting password is included in the e-mail notification sent when this meeting is scheduled. Recommendation: Use a consistent setting across your user base. Also, avoid changing this setting once Cisco Unified MeetingPlace Express is already in use, because users might already expect and rely on the current e-mail notification behavior.</td>
<td>No, Yes, Default: No</td>
</tr>
</tbody>
</table>
### Table C-61  Output Fields of the Meeting Information Page—Used to Import Meetings (continued)

<table>
<thead>
<tr>
<th>Header Field</th>
<th>Description</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>SendNotAboutMtgChngs</td>
<td>Whether or not e-mail notifications are sent when the following meeting parameters change:</td>
<td>No, Yes, Default: No</td>
</tr>
<tr>
<td></td>
<td>• Date or time</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Password</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Meeting ID</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• List of invitees</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Recommendation: Use a consistent setting across your user base. Also, avoid changing this setting once Cisco Unified MeetingPlace Express is already in use, because users might already expect and rely on the current e-mail notification behavior.</td>
<td></td>
</tr>
<tr>
<td>SendNotAboutMtgs</td>
<td>Whether or not an e-mail notification is sent when this meeting is schedules.</td>
<td>No, Yes, Default: No</td>
</tr>
<tr>
<td></td>
<td>Restriction: Notifications are never sent for reservationless meetings.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Recommendation: Use a consistent setting across your user base. Also, avoid changing this setting once Cisco Unified MeetingPlace Express is already in use, because users might already expect and rely on the current e-mail notification behavior.</td>
<td></td>
</tr>
<tr>
<td>StartDateTimeOfConfGMT</td>
<td>The date and time for which this meeting is scheduled as shown in the GMT time zone.</td>
<td>MM/DD/YYYY HH:MM</td>
</tr>
<tr>
<td></td>
<td>Note that this field is read-only.</td>
<td></td>
</tr>
<tr>
<td>TAgenda</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>TName</td>
<td>Text name of this meeting.</td>
<td>0 - 17 alphanumeric characters, No default</td>
</tr>
<tr>
<td>TotConfPortSec</td>
<td>The total number of ports per second used by this meeting.</td>
<td>Number, Default: 0</td>
</tr>
<tr>
<td>TotDCConfPortSec</td>
<td>The total number of seconds that the web meeting room was used by this meeting.</td>
<td>Number, Default: 0</td>
</tr>
<tr>
<td>TotnRSsInvited</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>tottimesfgiven</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>VAgenda</td>
<td>Whether or not the agenda has been recorded.</td>
<td>Recorded, Not Recorded, Default: Not Recorded</td>
</tr>
<tr>
<td>VIntroTimeUsedSecs</td>
<td>Amount of time, in seconds, that the introductory voice recordings for this meeting uses.</td>
<td>Number, Default: 0</td>
</tr>
</tbody>
</table>
Finding the Meeting Information Page

**Step 1** Log in to Cisco Unified MeetingPlace Express.

**Step 2** At the top of the page, click **Administration**.

**Step 3** On the left side of the page:

a. Click **Maintenance**.

b. Click **Export Information**.

c. Click **Meeting Information**.

---

**Table C-61 Output Fields of the Meeting Information Page—Used to Import Meetings (continued)**

<table>
<thead>
<tr>
<th>Header Field</th>
<th>Description</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>VLanguage</td>
<td>Preferred language for this meeting, used in Cisco Unified MeetingPlace Express voice prompts. Options are the languages that were previously installed and activated on the Cisco Unified MeetingPlace Express system. See the “About Languages” section on page 4-2.</td>
<td>Choose from the options in the drop-down menu. Default: English (US)</td>
</tr>
<tr>
<td>VMeetingIntro</td>
<td>Whether the meeting introduction has been recorded.</td>
<td>recorded</td>
</tr>
<tr>
<td></td>
<td></td>
<td>not recorded</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Default: not recorded</td>
</tr>
<tr>
<td>VName</td>
<td>Whether or not the name of the meeting has been recorded.</td>
<td>Recorded</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Not Recorded</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Default: Not Recorded</td>
</tr>
<tr>
<td>VoiceStorageEndTime</td>
<td>The date and time when the recording for this meeting will be purged. Note that this field is read-only.</td>
<td>MM/DD/YYYY HH:MM</td>
</tr>
<tr>
<td>VRecord</td>
<td>Whether or not the meeting has been recorded.</td>
<td>Recorded</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Not Recorded</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Default: Not Recorded</td>
</tr>
<tr>
<td>VRecordRecordTimeUsed</td>
<td>Amount of time, in seconds, that the voice recordings for this meeting uses.</td>
<td>Number</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Default: 0</td>
</tr>
</tbody>
</table>

1. TUI = telephone user interface

**Related Topics**

- Sample Import File for Meetings, page 9-13
- Importing Meetings, page 9-9
- Canceling Meetings by Import, page 9-10
- About This Page: Meeting Information, page C-102
Related Topics
- About This Page: Meeting Information, page C-102

Tasks Using the Meeting Information Page

This page is used to complete the following task:
- Exporting Information about Meetings, page 10-7

About This Page: Meeting Participant Join Leave Information

This page is used to export information about meeting participants who joined or left a Cisco Unified MeetingPlace Express meeting during a specified range of dates. Topics in this section include:
- Fields on the Meeting Participant Join Leave Information Page, page C-111
- Output Fields of the Meeting Participant Join Leave Information Page, page C-112
- Finding the Meeting Participant Join Leave Information Page, page C-112
- Tasks Using the Meeting Participant Join Leave Information Page, page C-113

Fields on the Meeting Participant Join Leave Information Page

Table C-62 Meeting Participant Join Leave Information Page Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination</td>
<td>Destination of the exported information. For descriptions, restrictions, and recommendations for each option, see the “About Export Destinations” section on page 10-2.</td>
<td>Screen</td>
</tr>
<tr>
<td></td>
<td></td>
<td>File</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Printer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Default: Screen</td>
</tr>
<tr>
<td>Include field header names</td>
<td>Whether or not to include the field header names in the exported file.</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Default: Yes</td>
</tr>
<tr>
<td>Start date</td>
<td>Earliest date for which you want to export meeting participant join leave information.</td>
<td>Format: mm/dd/yyyy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Default: yesterday’s date</td>
</tr>
<tr>
<td>End date</td>
<td>Latest date for which you want to export meeting participant join leave information.</td>
<td>Format: mm/dd/yyyy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Default: today’s date</td>
</tr>
</tbody>
</table>

Related Topics
- About This Page: Meeting Participant Join Leave Information, page C-111
Output Fields of the Meeting Participant Join Leave Information Page

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PartID</td>
<td>Meeting participant ID.</td>
</tr>
<tr>
<td>UserID</td>
<td>Username used to log in to Cisco Unified MeetingPlace Express from a workstation (not from a phone).</td>
</tr>
<tr>
<td>ConfNum</td>
<td>Unique number used by the local audio mixer to identify the voice meeting. This value is different from the meeting ID displayed to end users.</td>
</tr>
<tr>
<td>MeetingID</td>
<td>Meeting ID, which uniquely identifies the meeting. If you do not specify one, the system automatically assigns your phone number as the meeting ID.</td>
</tr>
<tr>
<td>gmStartDate</td>
<td>The date that the user entered the meeting.</td>
</tr>
<tr>
<td>gmStartTime</td>
<td>The time that the user entered the meeting.</td>
</tr>
<tr>
<td>gmEndDate</td>
<td>The date that the user left the meeting.</td>
</tr>
<tr>
<td>gmEndTime</td>
<td>The time that the user left the meeting.</td>
</tr>
<tr>
<td>Device</td>
<td>Device and port number used to join the meeting:</td>
</tr>
<tr>
<td></td>
<td>• 4081-4082: web port</td>
</tr>
<tr>
<td></td>
<td>• all other values: voice port</td>
</tr>
<tr>
<td>nIncDigits</td>
<td>The number of DNIS digits that were received from the PBX.</td>
</tr>
<tr>
<td>IncDigits</td>
<td>The actual string of DNIS digits received from the PBX. Can be up to 24 digits.</td>
</tr>
<tr>
<td>AttachmentID</td>
<td>Not supported.</td>
</tr>
<tr>
<td>nANIDigits</td>
<td>The number of ANI digits that were received from the PBX.</td>
</tr>
<tr>
<td>ANIDigits</td>
<td>The actual string of ANI digits received from the PBX. Can be up to 24 digits.</td>
</tr>
</tbody>
</table>

Related Topics
- About This Page: Meeting Participant Join Leave Information, page C-111

Finding the Meeting Participant Join Leave Information Page

**Step 1** Log in to Cisco Unified MeetingPlace Express.

**Step 2** At the top of the page, click **Administration**.

**Step 3** On the left side of the page:
- **a.** Click **Maintenance**.
- **b.** Click **Export Information**.
- **c.** Click **Participant Join Leave Information**.

Related Topics
- About This Page: Meeting Participant Join Leave Information, page C-111
Tasks Using the Meeting Participant Join Leave Information Page

This page is used to complete the following task:

- Exporting Information about When Participants Join and Leave Meetings, page 10-9

About This Page: Meeting Participants Report

This page is used to export information about meeting participants who attended meetings during a specified range of dates. Topics in this section include:

- Fields on the Meeting Participants Report Page, page C-113
- Output Fields of the Meeting Participants Report Page, page C-114
- Finding the Meeting Participants Report Page, page C-114
- Tasks Using the Meeting Participants Report Page, page C-115

Fields on the Meeting Participants Report Page

### Table C-64 Meeting Participants Report Page Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination</td>
<td>Destination of the exported information. For descriptions, restrictions, and recommendations for each option, see the “About Export Destinations” section on page 10-2.</td>
<td>Screen, File, Printer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Default: Screen</td>
</tr>
<tr>
<td>Include field header names</td>
<td>Whether or not to include the field header names in the exported file.</td>
<td>No, Yes, Default: Yes</td>
</tr>
<tr>
<td>Start date</td>
<td>Earliest date for which you want to export meeting participant information.</td>
<td>Format: mm/dd/yyyy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Default: yesterday’s date</td>
</tr>
<tr>
<td>End date</td>
<td>Latest date for which you want to export meeting participant information.</td>
<td>Format: mm/dd/yyyy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Default: today’s date</td>
</tr>
</tbody>
</table>

Related Topics

- About This Page: Meeting Participants Report, page C-113
Output Fields of the Meeting Participants Report Page

Table C-65  Meeting Participants Report Page Output Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PartID</td>
<td>A unique number that identifies this meeting participant.</td>
</tr>
<tr>
<td>ConfNum</td>
<td>A unique conference number assigned to this meeting after it was successfully scheduled.</td>
</tr>
<tr>
<td>uid</td>
<td>The username used to log in to Cisco Unified MeetingPlace Express from a workstation (not from a phone).</td>
</tr>
<tr>
<td>nVSecInConf</td>
<td>The amount of time, in seconds, that this meeting participant spent in voice-only meetings.</td>
</tr>
<tr>
<td>nWFSecInConf</td>
<td>The amount of time, in seconds, that this meeting participant spent in full web meetings.</td>
</tr>
<tr>
<td>nSecsOutboundCalls</td>
<td>The total amount of time, in seconds, that this meeting participant spent on outgoing calls.</td>
</tr>
<tr>
<td>VNameHeader</td>
<td>Whether the participant’s name is recorded.</td>
</tr>
<tr>
<td>nOutboundCalls</td>
<td>The number of outgoing calls initiated by this meeting participant.</td>
</tr>
<tr>
<td>nRetries</td>
<td><strong>Not supported.</strong></td>
</tr>
<tr>
<td>TNameHeader</td>
<td>First and last name of the meeting participant. For unprofiled users, this field is the name the user enters to join the meeting as a guest.</td>
</tr>
<tr>
<td>SpeakingAbility</td>
<td>The default speaking ability for this meeting participant. Can be either Listener or SpeakerPlus.</td>
</tr>
<tr>
<td>nVUIODsMade</td>
<td><strong>Not supported.</strong></td>
</tr>
<tr>
<td>nTimesQAsked</td>
<td><strong>Not supported.</strong></td>
</tr>
<tr>
<td>nTimesFGiven</td>
<td><strong>Not supported.</strong></td>
</tr>
<tr>
<td>UpdateTime</td>
<td>The date and time when the call was updated. Note that this date and time has nothing to do with the values you entered in the Start date and End date fields on the Meeting Participant Information page.</td>
</tr>
<tr>
<td>nDCSecInConf</td>
<td>The total amount of time, in seconds, that this meeting participant was in the web meeting room.</td>
</tr>
<tr>
<td>nSecInMTGNotes</td>
<td><strong>Not supported.</strong></td>
</tr>
</tbody>
</table>

Related Topics
- About This Page: Meeting Participants Report, page C-113

Finding the Meeting Participants Report Page

**Step 1**  Log in to Cisco Unified MeetingPlace Express.
**Step 2**  At the top of the page, click **Administration**.
Step 3  On the left side of the page:
   a. Click **Maintenance**.
   b. Click **Export Information**.
   c. Click **Meeting Participant Information**.

Related Topics
   - About This Page: Meeting Participants Report, page C-113

**Tasks Using the Meeting Participants Report Page**

This page is used to complete the following task:
   - Exporting Information about Meeting Participants, page 10-8

**About This Page: Outgoing Calls Information**

This page is used to export information about outgoing calls that were made from Cisco Unified MeetingPlace Express during a specified range of dates. Topics in this section include:
   - Fields on the Outgoing Calls Information Page, page C-115
   - Output Fields of the Outgoing Calls Information Page, page C-116
   - Finding the Outgoing Calls Information Page, page C-116
   - Tasks Using the Outgoing Calls Information Page, page C-116

**Fields on the Outgoing Calls Information Page**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination</td>
<td>Destination of the exported information. For descriptions, restrictions, and recommendations for each option, see the “About Export Destinations” section on page 10-2.</td>
<td>Screen, File, Printer; Default: Screen</td>
</tr>
<tr>
<td>Include field header names</td>
<td>Whether or not to include the field header names in the exported file.</td>
<td>No, Yes; Default: Yes</td>
</tr>
<tr>
<td>Start date</td>
<td>Earliest date for which you want to export meeting dial-out information.</td>
<td>Format: mm/dd/yyyy; Default: yesterday’s date</td>
</tr>
<tr>
<td>End date</td>
<td>Latest date for which you want to export meeting dial-out information.</td>
<td>Format: mm/dd/yyyy; Default: today’s date</td>
</tr>
</tbody>
</table>
Related Topics
- About This Page: Outgoing Calls Information, page C-115

Output Fields of the Outgoing Calls Information Page

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>StartTimeOfCall</td>
<td>The date and time when the call started.</td>
</tr>
<tr>
<td>uid</td>
<td>Username used to log in to Cisco Unified MeetingPlace Express from a workstation (not a phone).</td>
</tr>
<tr>
<td>ConfNum</td>
<td>Unique conference number assigned to this meeting after it was successfully scheduled.</td>
</tr>
<tr>
<td>nSeconds</td>
<td>The duration of the outgoing call, in seconds.</td>
</tr>
<tr>
<td>CalledDest</td>
<td>The telephone number that was called.</td>
</tr>
<tr>
<td>fBlastOutdial</td>
<td>Whether this was a blast dial-out call.</td>
</tr>
<tr>
<td>UpdateTime</td>
<td>The date and time when the call was updated.</td>
</tr>
<tr>
<td>partID</td>
<td>Unique number that identifies the person who is being called from within a meeting.</td>
</tr>
</tbody>
</table>

Related Topics
- About This Page: Outgoing Calls Information, page C-115

Finding the Outgoing Calls Information Page

Step 1 Log in to Cisco Unified MeetingPlace Express.
Step 2 At the top of the page, click Administration.
Step 3 On the left side of the page:
  a. Click Maintenance.
  b. Click Export Information.
  c. Click Outgoing Calls Information.

Related Topics
- About This Page: Outgoing Calls Information, page C-115

Tasks Using the Outgoing Calls Information Page

This page is used to complete the following task:
- Exporting Information about Outgoing Calls, page 10-14
About This Page: Outlook Plug-In Configuration

This page is used to configure the client installation file for the Cisco Unified MeetingPlace Express Extension for Microsoft Outlook. Topics in this section include:

- Fields on the Outlook Plug-In Configuration Page, page C-117
- Finding the Outlook Plug-In Configuration Page, page C-118
- Tasks Using the Outlook Plug-In Configuration Page, page C-118

Fields on the Outlook Plug-In Configuration Page

Table C-68  Outlook Plug-In Configuration Page Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Unique name to appear in the list of available MeetingPlace servers in the Microsoft Outlook options on the end-user PC. Restriction: This field cannot contain any spaces. You may, however, use an underscore character (_), for example, “my_mpx_server.”</td>
<td>1 to 120 alphanumeric characters</td>
</tr>
<tr>
<td>URL</td>
<td>URL of the MeetingPlace server to associate with the entered Name. Enter the URL in one of the following formats: • For a Cisco Unified MeetingPlace Express server: <a href="http://hostname/outlook/mpe">http://hostname/outlook/mpe</a> • For a Cisco Unified MeetingPlace server: <a href="http://hostname/cgi-bin">http://hostname/cgi-bin</a> After you enter the Name and URL, click Add.</td>
<td>—</td>
</tr>
<tr>
<td>MeetingPlace servers for Outlook plug-in</td>
<td>This field is used to display (and, if necessary, delete) the servers to appear in the list of available MeetingPlace servers in the Microsoft Outlook options on the end-user PC. To delete a server from this field, select the item and then click Delete Selected.</td>
<td>—</td>
</tr>
<tr>
<td>Make MeetingPlace form the default appointment form</td>
<td>Whether to use the MeetingPlace scheduling form by default for all new Microsoft Outlook appointments and meetings. The user can override this setting from Microsoft Outlook by clicking Tools &gt; Options and selecting the MeetingPlace tab.</td>
<td>Yes/No Default: Yes</td>
</tr>
</tbody>
</table>

Related Topics

- About This Page: Outlook Plug-In Configuration, page C-117
- About This Page: Exchange Server Configuration, page C-66
Finding the Outlook Plug-In Configuration Page

Step 1
Log in to Cisco Unified MeetingPlace Express.

Step 2
At the top of the page, click Administration.

Step 3
On the left side of the page:

a. Click System Configuration.

b. Click Outlook Plug-In Configuration.

Related Topics

- About This Page: Outlook Plug-In Configuration, page C-117

Tasks Using the Outlook Plug-In Configuration Page

This page is used to complete the following task:

- Configuring the Client Installation File for the Cisco Unified MeetingPlace Express Extension for Microsoft Outlook, page B-6

About This Page: Port Utilization Report

This page is used to run a report about port utilization, which compares the number of ports scheduled to the number of ports actually used during a specified period of time. You can use this report to determine the peak and off-peak times of your Cisco Unified MeetingPlace Express system and compare resource usage with available capacity. Topics in this section include:

- Fields on the Port Utilization Report Page, page C-118
- Output of the Port Utilization Report Page, page C-119
- Finding the Port Utilization Report Page, page C-119
- Tasks Using the Port Utilization Report Page, page C-120

Fields on the Port Utilization Report Page

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report type</td>
<td>The format in which you want the port utilization report delivered. Note that this field is read-only.</td>
<td>html</td>
</tr>
<tr>
<td>Destination</td>
<td>Destination of the generated report output. For more information, see the “About Report Destinations” section on page 10-2.</td>
<td>Screen, File, Printer Default: Screen</td>
</tr>
</tbody>
</table>
Table C-69  Port Utilization Report Page Fields (continued)

<table>
<thead>
<tr>
<th>Field (continued)</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Date for the port utilization report.</td>
<td>Format: mm/dd/yyyy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Default: today’s date</td>
</tr>
<tr>
<td>Start time</td>
<td>The hour you want the port utilization report data to begin.</td>
<td>Range: 12:00 AM to 12:00 AM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Default: 8:00 AM</td>
</tr>
<tr>
<td>End time</td>
<td>The hour you want the port utilization report data to end.</td>
<td>Range: 12:00 AM to 12:00 AM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Default: 5:00 PM</td>
</tr>
</tbody>
</table>

Output of the Port Utilization Report Page

The port utilization report output is a chart that shows the following information:

- Date and times represented by the report.
- Number of licensed voice ports on the system.
- Percentage of licensed ports that were scheduled for meetings (red data).
- Percentage of licensed ports that were actually used to attend voice meetings (blue data).
- Percentage of licensed ports that were actually used to attend web meetings (green data).

Related Topics
- About This Page: Port Utilization Report, page C-118

Finding the Port Utilization Report Page

**Step 1**  
Log in to Cisco Unified MeetingPlace Express.

**Step 2**  
At the top of the page, click **Administration**.

**Step 3**  
On the left side of the page:

- Click **Reports**.
- Click **Port Utilization Report**.

Related Topics
- About This Page: Port Utilization Report, page C-118
Tasks Using the Port Utilization Report Page

This page is used to complete the following task:

- Running a Report about Port Utilization, page 10-12

About This Page: Profile Information

This page is used to export user profile information from the Cisco Unified MeetingPlace Express database. Topics in this section include:

- Fields on the Profile Information Page, page C-120
- Output Fields of the Profile Information Page—Used for Importing User Profiles, page C-121
- Finding the Profile Information Page, page C-126
- Tasks Using the Profile Information Page, page C-127

Fields on the Profile Information Page

Table C-70 Profile Information Page Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination</td>
<td>Destination of the exported information. For descriptions, restrictions, and recommendations for each option, see the “About Export Destinations” section on page 10-2.</td>
<td>Screen, File, Printer. Default: Screen</td>
</tr>
<tr>
<td>Include field header names</td>
<td>Whether or not to include the field header names in the exported file.</td>
<td>No, Yes. Default: Yes</td>
</tr>
</tbody>
</table>
### Output Fields of the Profile Information Page—Used for Importing User Profiles

Table C-71 lists, in alphabetical order, the output fields that the system displays after exporting user profile information. It also includes field descriptions and values, which are useful when you use the exported output to create import files.

#### Table C-71  
**Output Fields of the Profile Information Page—Used to Import User Profiles**

<table>
<thead>
<tr>
<th>Header Field</th>
<th>Description</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required Header Fields for Importing User Profiles</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| EncryptedProfilePWD   | Encrypted profile password. See the description and values of the           | EncryptedProfilePWD:  
                        | equivalent Profile Password user profile field.                        | password previously encrypted by  
                        | If you instead want to import an unencrypted profile password, then     | Cisco Unified MeetingPlace Express  
                        | modify the import file as follows:                                      | prfpwd:  
                        | 1. Leave the EncryptedProfilePWD field blank for the user.               | 5 to 17 numeric characters  
                        | 2. Add the prfpwd header field for the unencrypted profile               | (0 - 9)                    |
|                       | password.                                                                  |                                                                        |
|                       | Requirement: This field is required in the import file only when             |                                                                        |
|                       | adding user profiles by import.                                             |                                                                        |
|                       | Restrictions:                                                               |                                                                        |
|                       | • The prfpwd field does not appear in exported output. The field is          |                                                                        |
|                       | used only in import files.                                                  |                                                                        |
|                       | • If the user is authenticated by an external directory, then you            |                                                                        |
|                       | cannot modify this field. See the “About the Methods of Adding User Profiles” section on page 8-4. |                                                                        |
|                       | • This field cannot be modified in the preconfigured Guest profile.          |                                                                        |
| EncryptedUserPWD      | Encrypted user password. See the description and values of the              | EncryptedUserPWD:  
                        | equivalent User password user profile field.                            | password previously encrypted by  
                        | If you instead want to import an unencrypted user password, then        | Cisco Unified MeetingPlace Express  
                        | modify the import file as follows:                                       | upwd:  
                        | 1. Leave the EncryptedUserPWD field blank for the user.                  | 5 to 17 alphanumeric characters |
|                       | 2. Add the upwd header field for the unencrypted password.                  |                                                                        |
|                       | Requirement: This field is required in the import file only when             |                                                                        |
|                       | adding user profiles by import.                                             |                                                                        |
|                       | Restrictions:                                                               |                                                                        |
|                       | • The upwd field does not appear in exported output. The field is            |                                                                        |
|                       | used only in import files.                                                  |                                                                        |
|                       | • Unicode is not supported.                                                 |                                                                        |
|                       | • If the user is authenticated by an external directory, then you            |                                                                        |
|                       | cannot modify this field. See the “About the Methods of Adding User Profiles” section on page 8-4. |                                                                        |
### Table C-71  Output Fields of the Profile Information Page—Used to Import User Profiles (continued)

<table>
<thead>
<tr>
<th>Header Field</th>
<th>Description</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>prfnum</td>
<td>See the description and values of the equivalent Profile Number user profile field. Requirement: This field is required in the import file whether you are adding or deleting user profiles by import.</td>
<td>—</td>
</tr>
<tr>
<td>uid</td>
<td>See the description and values of the equivalent User ID user profile field. Requirement: This field is required in the import file whether you are adding or deleting user profiles by import.</td>
<td>—</td>
</tr>
</tbody>
</table>

#### Optional Header Fields for Importing User Profiles

- **1stSearch**: See the description and values of the equivalent Search order for “Find Me” user profile field.
- **2ndSearch**
- **3rdSearch**
- **abbprompts**: Not supported.
- **allowguestoutdial**: Not supported.
- **AllowInternetAccess**: Not supported.
- **AllowVideoSched**: Not supported.
- **altnotifprf**: Not supported.
- **altnum**: Not supported.
- **anndpart**: See the description and values of the equivalent Departure announcement user profile field.
- **annentry**: See the description and values of the equivalent Entry announcement user profile field.
- **announceqarr**: Not supported.
- **announceqdep**: Not supported.
- **attndprf**: See the description and values of the equivalent Method of attending user profile field.
- **autodistatts**: Not supported.
- **autostrtrcrd**: Not supported.
- **bcode**: See the description and values of the equivalent Billing Code user profile field.
- **canallowguestoutdial**: Not supported.
- **CanChangeMtgID**: Not supported.
- **canrecord**: Whether the user can record meetings.
- **chatclienttype**: Not supported.
- **cndial**: See the description and values of the equivalent Can call out of meetings user profile field.

Yes
No
Group Default
Default: Group Default
### Table C-71  Output Fields of the Profile Information Page—Used to Import User Profiles (continued)

<table>
<thead>
<tr>
<th>Header Field</th>
<th>Description</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>concurrentquestions</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>ctctuid</td>
<td>See the description and values of the equivalent User ID of Delegate user profile field.</td>
<td></td>
</tr>
<tr>
<td>DayOfLastImmedMtg</td>
<td>(Read Only) The date and time of the last immediate meeting that this user scheduled.</td>
<td></td>
</tr>
<tr>
<td>dflnotifprio</td>
<td>See the field description and values of the equivalent Priority user profile field.</td>
<td></td>
</tr>
<tr>
<td>disablerollcall</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>emailaddr</td>
<td>See the field description and values of the equivalent E-mail address user profile field.</td>
<td></td>
</tr>
<tr>
<td>EmailFormat</td>
<td>See the field description and values of the equivalent E-mail format user profile field.</td>
<td></td>
</tr>
<tr>
<td>emaitype</td>
<td>See the field description and values of the equivalent E-mail type user profile field.</td>
<td></td>
</tr>
<tr>
<td>fadvanceinfo</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>fallowdataconf</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>fallowguestview</td>
<td>See the field description and values of the equivalent Publish meeting user profile field.</td>
<td></td>
</tr>
<tr>
<td>fautoproenabled</td>
<td>See the field description and values of the equivalent Skip pre-meeting option user profile field.</td>
<td></td>
</tr>
<tr>
<td>faxnum</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>faxxlattblnum</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>fCanInviteRemote Servers</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>fchatsession</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>fEndMtgWarn</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>fismtgseminartype</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>fMtgExtendPrompts</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>fnm</td>
<td>See the field description and values of the equivalent First name user profile field.</td>
<td></td>
</tr>
<tr>
<td>fqnndisabled</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>fstartpeopleinwr</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>ftellpartpos</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>groupulallowed</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>grpnme</td>
<td>See the field description and values of the equivalent Group name user profile field. Restriction: If the import file contains the grpnme header field, then all user profiles in the import file must have a valid entry for this field. For details, see the “Restrictions for Importing User Profiles” section on page 9-2.</td>
<td></td>
</tr>
</tbody>
</table>
### Table C-71  Output Fields of the Profile Information Page—Used to Import User Profiles (continued)

<table>
<thead>
<tr>
<th>Header Field</th>
<th>Description</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>grpnum</td>
<td>See the field description and values of the equivalent Number user group field. Restriction: If the import file contains the grpnum header field, then all user profiles in the import file must have a valid entry for this field. For details, see the “Restrictions for Importing User Profiles” section on page 9-2.</td>
<td></td>
</tr>
<tr>
<td>InternetEmailAddr</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>isLocalUser</td>
<td>Whether this user is authenticated locally.</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>• If this field is set to Yes, this is a local user.</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>• If this field is set to No, this user is authenticated by an external directory.</td>
<td></td>
</tr>
<tr>
<td>Inm</td>
<td>See the field description and values of the equivalent Last name user profile field.</td>
<td></td>
</tr>
<tr>
<td>MaxImmedMtgsPerDay</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>MaximumMeetingLength</td>
<td>See the field description and values of the equivalent Maximum meeting length (minutes) user profile field.</td>
<td></td>
</tr>
<tr>
<td>MaxVUIODsPerMtg</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>meetingcategory</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>mxattsprmtg</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>numdataparts</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>NumImmedMtgsOnThatDay</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>ODXLatTableNum</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>pgrnum</td>
<td>See the field description and values of the equivalent Pager # user profile field.</td>
<td>DID pager non-DID pager gd Default: gd</td>
</tr>
<tr>
<td>pgrtype</td>
<td>See the field description of the equivalent Pager type user profile field.</td>
<td></td>
</tr>
<tr>
<td>phnum</td>
<td>See the field description and values of the equivalent Main phone # user profile field.</td>
<td></td>
</tr>
<tr>
<td>playattlstfifo</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>preferredunit</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>privateulallowed</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>prmrynofilpfrf</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>profileflex1</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>profileflex2</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>profileflex3</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>profileflex4</td>
<td>Not supported.</td>
<td></td>
</tr>
</tbody>
</table>
### Table C-71  
Output Fields of the Profile Information Page—Used to Import User Profiles (continued)

<table>
<thead>
<tr>
<th>Header Field</th>
<th>Description</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>profileflex5</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>profileflex6</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>profileflex7</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>publiculallowed</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>pwdonoutdial</td>
<td>See the field description and values of the equivalent Ask for profile password user profile field.</td>
<td></td>
</tr>
<tr>
<td>pwdreq</td>
<td>See the field description and values of the equivalent Password required user profile field.</td>
<td></td>
</tr>
<tr>
<td>qnanotify</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>rcvattswnotif</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>rcvnotifs</td>
<td>See the field description and values of the equivalent Enable for receive user profile field.</td>
<td></td>
</tr>
<tr>
<td>recordmtgs</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>ReserveVoiceLicenses</td>
<td>See the field description and values of the equivalent Reserve voice licenses when setting up meetings user profile field.</td>
<td></td>
</tr>
<tr>
<td>RsvnlessCnfg</td>
<td>See the field description and values of the equivalent Use reservationless user profile field.</td>
<td></td>
</tr>
<tr>
<td>RsvnlessCnfgGD</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>schedhomesiteonly</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>schedprefunitonly</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>scentry</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>shrtmnus</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>site</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>sndinvlstwnotif</td>
<td>See the field description and values of the equivalent Include participant list user profile field.</td>
<td></td>
</tr>
<tr>
<td>sndmtgpwdwnotif</td>
<td>See the field description and values of the equivalent Include password user profile field.</td>
<td></td>
</tr>
<tr>
<td>sndnotifonmtgch</td>
<td>See the field description and values of the equivalent Send if meeting changes user profile field.</td>
<td></td>
</tr>
<tr>
<td>sndnotifs</td>
<td>See the field description and values of the equivalent Enabled for this meeting user profile field.</td>
<td></td>
</tr>
<tr>
<td>SSI_RollMapID</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>SSI_SiteID</td>
<td>Not supported.</td>
<td></td>
</tr>
<tr>
<td>SSI_SystemID</td>
<td>Not supported.</td>
<td></td>
</tr>
</tbody>
</table>
### Table C-71  Output Fields of the Profile Information Page—Used to Import User Profiles (continued)

<table>
<thead>
<tr>
<th>Header Field</th>
<th>Description</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>tzcode</td>
<td>See the field description of the equivalent Time zone user profile field.</td>
<td>gd integer value</td>
</tr>
<tr>
<td></td>
<td>Recommendation: The integer value in the import file must match a value defined by Cisco Unified MeetingPlace Express. Therefore, either use an existing value from an export file, or use the group default value of “gd.”</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Restriction: If the import file contains the tzcode header field, then all user profiles in the import file must have a valid entry for the field. For any invalid or blank tzcode values, the associated user profile is not imported, and an error is logged.</td>
<td></td>
</tr>
<tr>
<td>uactive</td>
<td>See the field description and values of the equivalent User Active user profile field.</td>
<td>—</td>
</tr>
<tr>
<td>updatetime</td>
<td>(Read Only) The date and time of the last change to a file or record associated with this user.</td>
<td>MM/DD/YYYY HH:MM</td>
</tr>
<tr>
<td>utype</td>
<td>See the field description and values of the equivalent Type of user user profile field.</td>
<td>—</td>
</tr>
<tr>
<td>VideoEndPtBandwidth</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>VLanguage</td>
<td>See the field description and values of the equivalent Language user profile field.</td>
<td>—</td>
</tr>
<tr>
<td>VName</td>
<td>Not supported.</td>
<td>—</td>
</tr>
<tr>
<td>VUPasswordLast Changed</td>
<td>(Read Only) Date and time the user password was last changed.</td>
<td>—</td>
</tr>
<tr>
<td>WFPasswordLast Changed</td>
<td>(Read Only) Date and time the profile password was last changed.</td>
<td>—</td>
</tr>
<tr>
<td>whocanattnd</td>
<td>See the field description and values of the equivalent Who can attend user profile field.</td>
<td>—</td>
</tr>
<tr>
<td>whocanlstn</td>
<td>Not supported.</td>
<td>—</td>
</tr>
</tbody>
</table>

**Related Topics**

- Sample Import File for User Profiles, page 9-13
- Importing User Profiles, page 9-7
- Deleting User Profiles by Import, page 9-8
- About This Page: Profile Information, page C-120

## Finding the Profile Information Page

### Step 1
Log in to Cisco Unified MeetingPlace Express.

### Step 2
At the top of the page, click **Administration**.
Step 3  On the left side of the page:
  a. Click Maintenance.
  b. Click Export Information.
  c. Click Profile Information.

Related Topics
- About This Page: Profile Information, page C-120

Tasks Using the Profile Information Page

This page is used to complete the following task:
- Exporting Information about User Profiles, page 10-5

About This Page: Reports

The Reports page leads to other pages that provide the options listed in Table C-72.

<table>
<thead>
<tr>
<th>Option</th>
<th>Administration Center Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>View meeting cancellations.</td>
<td>About This Page: Meeting Cancellation Report, page C-95</td>
</tr>
<tr>
<td>View billing reports.</td>
<td>About This Page: Billing Report, page C-30</td>
</tr>
<tr>
<td>Compare port usage with available capacity.</td>
<td>About This Page: Port Utilization Report, page C-118</td>
</tr>
<tr>
<td>View disk usage by meetings and available space in current disks.</td>
<td>About This Page: Disk Usage Report, page C-44</td>
</tr>
<tr>
<td>View or delete meeting notifications that are waiting to be sent by e-mail to end users.</td>
<td>About This Page: E-Mail Notification Queue Status Report, page C-61</td>
</tr>
<tr>
<td>View active or historical data about the software audio mixer.</td>
<td>About This Page: Media Statistics Reports, page C-88</td>
</tr>
<tr>
<td>View information about meetings that are currently in session.</td>
<td>About This Page: In-Session Monitoring, page C-83</td>
</tr>
</tbody>
</table>

About This Page: Scheduling Failures Information

This page is used to export information about failed attempts to schedule meetings during a specified range of dates. Topics in this section include:
- Fields on the Scheduling Failures Information Page, page C-128
- Output Fields of the Scheduling Failures Information Page, page C-128
- Failure Codes of the Scheduling Failures Information Page, page C-129
Fields on the Scheduling Failures Information Page

Table C-73  Scheduling Failures Information Page Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination</td>
<td>Destination of the exported information. For descriptions, restrictions, and recommendations for each option, see the “About Export Destinations” section on page 10-2.</td>
<td>Screen, File, Printer, Default: Screen</td>
</tr>
<tr>
<td>Include field header names</td>
<td>Whether or not to include the field header names in the exported file.</td>
<td>No, Yes, Default: Yes</td>
</tr>
<tr>
<td>Start date</td>
<td>Earliest date for which you want to export scheduling failures information.</td>
<td>Format: mm/dd/yyyy, Default: yesterday’s date</td>
</tr>
<tr>
<td>End date</td>
<td>Latest date for which you want to export scheduling failures information.</td>
<td>Format: mm/dd/yyyy, Default: today’s date</td>
</tr>
</tbody>
</table>

Related Topics
- About This Page: Scheduling Failures Information, page C-127

Output Fields of the Scheduling Failures Information Page

Table C-74  Scheduling Failures Information Page Output Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SchedulerUid</td>
<td>The username (used to log in to Cisco Unified MeetingPlace Express from a workstation, not from a phone) of the person who scheduled the meeting.</td>
</tr>
<tr>
<td>SchedulingTime</td>
<td>The date and time when the user tried to schedule the meeting.</td>
</tr>
<tr>
<td>MtgStartTime</td>
<td>The date and start time for the meeting that the user was trying to schedule.</td>
</tr>
<tr>
<td>DialableConfID</td>
<td>Unique number used by the local audio mixer to identify the voice meeting. This value is different from the meeting ID displayed to end users.</td>
</tr>
<tr>
<td>NumOfPortsRqsted</td>
<td>The number of ports requested for the failed meeting.</td>
</tr>
<tr>
<td>MtgLenthInMin</td>
<td>The length, in minutes, of the failed meeting.</td>
</tr>
<tr>
<td>UnitNo</td>
<td>Not supported.</td>
</tr>
<tr>
<td>SiteNo</td>
<td>Not supported.</td>
</tr>
</tbody>
</table>
### Scheduling Failures Information Page Output Fields (continued)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SlotNo</td>
<td>Not supported.</td>
</tr>
<tr>
<td>FailCode</td>
<td>The failure code that describes why the meeting could not be scheduled.</td>
</tr>
<tr>
<td></td>
<td>See Table C-75 for information about the failure codes.</td>
</tr>
<tr>
<td>fSchedOnHomeServerOnly</td>
<td>Whether the user’s profile is set to schedule meetings on the home server only.</td>
</tr>
<tr>
<td>fSchedOnHomeSiteOnly</td>
<td>Whether the user’s profile is set to schedule meetings on the NS home site only.</td>
</tr>
<tr>
<td>ErrorString</td>
<td>A text string message that is displayed to the user. This message corresponds to the FailCode.</td>
</tr>
<tr>
<td>FailSeqNum</td>
<td>Tracks multiple failure attempts for the same meeting.</td>
</tr>
<tr>
<td>UniqueConfNum</td>
<td>Unique conference number assigned to this meeting after it was successfully scheduled.</td>
</tr>
<tr>
<td></td>
<td>Note that this is 0 for meetings that are not scheduled successfully.</td>
</tr>
</tbody>
</table>

**Related Topics**
- [About This Page: Scheduling Failures Information, page C-127](#)

### Failure Codes of the Scheduling Failures Information Page

**Table C-75 Scheduling Failures Information Page Failure Codes**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5155</td>
<td>Server did not extend meeting because of one of these reasons:</td>
</tr>
<tr>
<td></td>
<td>- Less than two participants are in the voice and web conferencing sessions.</td>
</tr>
<tr>
<td></td>
<td>- The meeting was extended to more than 24 hours.</td>
</tr>
<tr>
<td></td>
<td>- The Extend Meeting parameter is set to 0 minutes.</td>
</tr>
<tr>
<td>5209</td>
<td>The conference was terminated.</td>
</tr>
<tr>
<td>5122</td>
<td>Generic code for any error found from internal reservation mechanism.</td>
</tr>
<tr>
<td>5154</td>
<td>The server cannot commit the extensions because of a failure to save the extension record to the database.</td>
</tr>
<tr>
<td>5129</td>
<td>Original resource reservation cannot be found.</td>
</tr>
<tr>
<td>131198</td>
<td>Failed to extend because of lack of voice ports.</td>
</tr>
<tr>
<td>131199</td>
<td>Failed to extend because of lack of recording space.</td>
</tr>
<tr>
<td>131262</td>
<td>Failed to extend because of meeting ID conflict.</td>
</tr>
<tr>
<td>131158</td>
<td>One person remains in the conference.</td>
</tr>
<tr>
<td>131159</td>
<td>Conference was extended more than 24 hours.</td>
</tr>
</tbody>
</table>

**Related Topics**
- [About This Page: Scheduling Failures Information, page C-127](#)
Finding the Scheduling Failures Information Page

**Step 1**  
Log in to Cisco Unified MeetingPlace Express.

**Step 2**  
At the top of the page, click **Administration**.

**Step 3**  
On the left side of the page:

a. Click **Maintenance**.

b. Click **Export Information**.

c. Click **Scheduling Failures Information**.

---

**Related Topics**

- About This Page: Scheduling Failures Information, page C-127

---

Tasks Using the Scheduling Failures Information Page

This page is used to complete the following task:

- Exporting Information about Scheduling Failures, page 10-10

---

About This Page: Services

The Services page leads to other pages with the options listed in Table C-76 or Table C-77, depending on whether you logged in as an attendant or a system administrator.

**Table C-76 Attendant View of Services Area Options and Pages**

<table>
<thead>
<tr>
<th>Option</th>
<th>Administration Center Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Viewing, Deleting, and Exporting Alarms, page 16-6</td>
<td>About This Page: Alarms, page C-26</td>
</tr>
</tbody>
</table>

**Table C-77 System Administrator View of Services Area Options and Pages**

<table>
<thead>
<tr>
<th>Option</th>
<th>Administration Center Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Viewing the System Log, page 16-3</td>
<td>About This Page: View System Logs, page C-158</td>
</tr>
<tr>
<td>Viewing System Backup Logs, page 16-4</td>
<td>About This Page: View Backup Logs, page C-155</td>
</tr>
<tr>
<td>Viewing the System Information Capture Log, page 16-5</td>
<td>About This Page: System Information Capture, page C-138</td>
</tr>
<tr>
<td>Viewing, Deleting, and Exporting Alarms, page 16-6</td>
<td>About This Page: Alarms, page C-26</td>
</tr>
<tr>
<td>Viewing System Status, page 16-7</td>
<td>• About This Page: System Status, page C-140</td>
</tr>
<tr>
<td></td>
<td>• About This Page: System Status Details, page C-141</td>
</tr>
</tbody>
</table>
About This Page: SIP Configuration

This page is used to connect Cisco Unified MeetingPlace Express to a supported call-control device through a SIP trunk. Topics in this section include:

- Fields on the SIP Configuration Page, page C-131
- Finding the SIP Configuration Page, page C-132
- Tasks Using the SIP Configuration Page, page C-133

Fields on the SIP Configuration Page

**Table C-78**  
*SIP Configuration Page Fields*

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIP enabled?</td>
<td>Whether or not SIP is enabled.</td>
<td>Yes/No</td>
</tr>
<tr>
<td></td>
<td>Notes</td>
<td>Default: Yes</td>
</tr>
<tr>
<td></td>
<td>• If this field is set to No, then incoming SIP calls cannot be received.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• To use SIP for outgoing calls, see the “About This Page: Dial Configuration” section on page C-42.</td>
<td></td>
</tr>
<tr>
<td>Display name</td>
<td>If a user calls Cisco Unified MeetingPlace Express from a Cisco Unified IP Phone, this name appears on the Cisco Unified IP Phone screen.</td>
<td>Up to 64 characters</td>
</tr>
<tr>
<td></td>
<td>Default: Cisco Unified MeetingPlace Express</td>
<td></td>
</tr>
<tr>
<td>Username:</td>
<td>The phone number of the Cisco Unified MeetingPlace Express server. This number should match the Access phone number 1 field. See the “About This Page: Usage Configuration” section on page C-144.</td>
<td>Up to 64 characters</td>
</tr>
<tr>
<td></td>
<td>If Cisco Unified MeetingPlace Express dials out to a Cisco Unified IP Phone, this number appears on the Cisco Unified IP Phone screen.</td>
<td>Default: 0000</td>
</tr>
<tr>
<td>Local SIP port</td>
<td>UDP port used for incoming SIP calls to Cisco Unified MeetingPlace Express.</td>
<td>Range: 0 to 65535</td>
</tr>
<tr>
<td></td>
<td>Restriction: This number must match the port number configured on the call-control device. See the “Configuring Call-Control Integration for Cisco Unified MeetingPlace Express” section on page 7-1.</td>
<td>Default: 5060</td>
</tr>
<tr>
<td></td>
<td>The following port settings are automatically configured on Cisco Unified MeetingPlace Express and cannot be modified:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Static UDP port 5060 is used for call setup of outgoing SIP calls from Cisco Unified MeetingPlace Express.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Random UDP ports in the range 5000 to 65535 are used for RTP voice streams.</td>
<td></td>
</tr>
</tbody>
</table>
Finding the SIP Configuration Page

**Step 1**
Log in to Cisco Unified MeetingPlace Express.

**Step 2**
Click **Administration** at the top of the page.

**Step 3**
On the left side of the page:

a. Click **System Configuration**.

b. Click **Call Configuration**.

c. Click **SIP Configuration**.

---

**Related Topics**
- About This Page: SIP Configuration, page C-131
Tasks Using the SIP Configuration Page

This page is used to complete the following task:

- Configuring Cisco Unified MeetingPlace Express: Connecting to a Call-Control Device Through a SIP Trunk, page 7-54

About This Page: SMTP Server Configuration

This page is used to connect Cisco Unified MeetingPlace Express to external SMTP servers, through which e-mail notifications are sent. Topics in this section include:

- Fields on the SMTP Server Configuration Page, page C-133
- Finding the SMTP Server Configuration Page, page C-134
- Tasks Using the SMTP Server Configuration Page, page C-134

Fields on the SMTP Server Configuration Page

<table>
<thead>
<tr>
<th>Table C-79</th>
<th>SMTP Server Configuration Page Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td><strong>Primary SMTP Server</strong></td>
<td></td>
</tr>
<tr>
<td>Primary SMTP server</td>
<td>Hostname or IP address of the primary SMTP server. Example: mail1.example.com</td>
</tr>
<tr>
<td>Primary SMTP server authentication</td>
<td>Whether or not the primary SMTP server requires authentication for Cisco Unified MeetingPlace Express.</td>
</tr>
<tr>
<td>Primary SMTP server username</td>
<td>SMTP server username to use for authentication.</td>
</tr>
<tr>
<td>Primary SMTP server password</td>
<td>SMTP server password to use for authentication.</td>
</tr>
<tr>
<td>Primary SMTP server password confirm</td>
<td></td>
</tr>
<tr>
<td><strong>Secondary SMTP Server</strong></td>
<td></td>
</tr>
<tr>
<td>Secondary SMTP server</td>
<td>Hostname or IP address of the secondary SMTP server. Example: mail2.example.com For information about when the secondary SMTP server is used, see the “Configuring SMTP Servers” section on page 14-5.</td>
</tr>
<tr>
<td>Secondary SMTP server authentication</td>
<td>Whether or not the primary SMTP server requires authentication for Cisco Unified MeetingPlace Express.</td>
</tr>
</tbody>
</table>
About This Page: SNMP Community Strings

Finding the SMTP Server Configuration Page

Step 1  Log in to Cisco Unified MeetingPlace Express.
Step 2  At the top of the page, click Administration.
Step 3  On the left side of the page:
   a. Click System Configuration.
   b. Click E-Mail Service Administration.
   c. Click SMTP Server Configuration.

Related Topics
- About This Page: SMTP Server Configuration, page C-133

Tasks Using the SMTP Server Configuration Page

This page is used to complete the following task:
- Configuring SMTP Servers, page 14-5

About This Page: SNMP Community Strings

This page is used to display, add, edit, and delete SNMP community strings. Topics in this section include:
- Fields on the SNMP Community Strings Page, page C-135
- Finding the SNMP Community Strings Page, page C-135
- Tasks Using the SNMP Community Strings Page, page C-135
Fields on the SNMP Community Strings Page

**Table C-80 — SNMP Community Strings Page Fields**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community string name</td>
<td>The name of the SNMP community string. Click the underlined name of the SNMP community string to edit it.</td>
</tr>
</tbody>
</table>
| Access privileges      | The level of access for this SNMP community string. Access privileges provide security by restricting the ability to alter the Cisco Unified MeetingPlace Express system. Allowable access privileges for the community strings are:  
  - Read only  
  - Read write  
  - Read write notify  
  - Notify only  
  - None |

Related Topics
- About This Page: SNMP Community Strings, page C-134

Finding the SNMP Community Strings Page

**Step 1** Log in to Cisco Unified MeetingPlace Express.

**Step 2** Click **Administration** at the top of the page.

**Step 3** On the left side of the page:
  a. Click **Maintenance**.
  b. Click **SNMP**.
  c. Click **Community Strings**.

Related Topics
- About This Page: SNMP Community Strings, page C-134

Tasks Using the SNMP Community Strings Page

This page is used to complete the following tasks:
- Displaying SNMP Community Strings, page 15-2
- Adding an SNMP Community String, page 15-3
- Editing an SNMP Community String, page 15-4
- Deleting an SNMP Community String, page 15-5
About This Page: SNMP Configuration

The SNMP Configuration page leads to other pages with configuration options listed in Table C-81.

Table C-81   SNMP Configuration Area Options and Pages

<table>
<thead>
<tr>
<th>Option</th>
<th>Administration Center Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Strings</td>
<td>• About This Page: Edit SNMP Community String, page C-55</td>
</tr>
<tr>
<td></td>
<td>• About This Page: SNMP Community Strings, page C-134</td>
</tr>
<tr>
<td>Notification Destinations</td>
<td>• About This Page: Edit SNMP Notification Destination, page C-57</td>
</tr>
<tr>
<td></td>
<td>• About This Page: SNMP Notification Destinations, page C-136</td>
</tr>
</tbody>
</table>

About This Page: SNMP Notification Destinations

This page is used to display, add, edit, and delete SNMP notification destinations. Topics in this section include:

- Fields on the SNMP Notification Destinations Page, page C-136
- Finding the SNMP Notification Destinations Page, page C-136
- Tasks Using the SNMP Notification Destinations Page, page C-137

Fields on the SNMP Notification Destinations Page

Table C-82   SNMP Notification Destinations Page Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination IP address</td>
<td>The IP address of this SNMP notification destination. Click the name of the SNMP notification destination to edit it.</td>
</tr>
<tr>
<td>Port number</td>
<td>The port number of this SNMP notification destination.</td>
</tr>
<tr>
<td>SNMP version</td>
<td>The SNMP version of this SNMP notification destination.</td>
</tr>
<tr>
<td>Community string name</td>
<td>The community string associated with this SNMP notification destination.</td>
</tr>
<tr>
<td>Notification type</td>
<td>The notification type for this SNMP notification destination.</td>
</tr>
</tbody>
</table>

Related Topics

- About This Page: SNMP Notification Destinations, page C-136

Finding the SNMP Notification Destinations Page

Step 1  Log in to Cisco Unified MeetingPlace Express.
Step 2  Click Administration at the top of the page.
Step 3 On the left side of the page:
   a. Click Maintenance.
   b. Click SNMP.
   c. Click Notification Destinations.

Related Topics
- About This Page: SNMP Notification Destinations, page C-136

Tasks Using the SNMP Notification Destinations Page

This page is used to complete the following tasks:
- Displaying SNMP Notification Destinations, page 15-5
- Adding an SNMP Notification Destination, page 15-6
- Editing an SNMP Notification Destination, page 15-7
- Deleting an SNMP Notification Destination, page 15-8

About This Page: System Configuration

The System Configuration page leads to other pages with configuration options listed in Table C-83.

Table C-83      System Configuration Area Configuration Options and Pages

<table>
<thead>
<tr>
<th>Option</th>
<th>Administration Center Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Configuring Basic Operation Parameters for</td>
<td>• About This Page: Usage Configuration, page C-144</td>
</tr>
<tr>
<td>Cisco Unified MeetingPlace Express, page 4-1</td>
<td></td>
</tr>
<tr>
<td>Configuring Scheduled and Reservationless</td>
<td>• About This Page: Meeting Configuration, page C-97</td>
</tr>
<tr>
<td>Meetings for Cisco Unified MeetingPlace</td>
<td>• About This Page: Dial Configuration, page C-42</td>
</tr>
<tr>
<td>Express, page 5-1</td>
<td>• About This Page: Audio Parameters, page C-28</td>
</tr>
<tr>
<td>Configuring Call-Control Integration for</td>
<td>• About This Page: H.323 Configuration, page C-75</td>
</tr>
<tr>
<td>Cisco Unified MeetingPlace Express, page 7-1</td>
<td>• About This Page: SIP Configuration, page C-131</td>
</tr>
<tr>
<td>Configuring E-Mail Notifications for</td>
<td>• About This Page: SMTP Server Configuration, page C-133</td>
</tr>
<tr>
<td>Cisco Unified MeetingPlace Express, page 14-1</td>
<td>• About This Page: Edit Master Template (Basic), page C-53</td>
</tr>
<tr>
<td></td>
<td>• About This Page: Edit Master Template (Advanced), page C-51</td>
</tr>
<tr>
<td></td>
<td>• About This Page: Edit Language Property File, page C-50</td>
</tr>
<tr>
<td></td>
<td>• About This Page: Download a Language Property File, page C-48</td>
</tr>
<tr>
<td></td>
<td>• About This Page: Upload a Language Property File, page C-143</td>
</tr>
</tbody>
</table>
About This Page: System Information Capture

This page is used to view system information, over a specific period of time, about the Cisco Unified MeetingPlace Express system. Topics in this section include:

- Display Options for the System Information Capture Page, page C-138
- Finding the System Information Capture Page, page C-138
- Tasks Using the System Information Capture Page, page C-138

Display Options for the System Information Capture Page

The System Information Capture page lets a system administrator obtain a snapshot of system information data. The options available to obtain the data are as follows:

- Navigate to the zip file specified on the page. The name of the zip file is based on the date and time parameters that you entered on the View System Information Capture page.
- Click Export to File.

Related Topics
- Exporting Information to a File, page 10-4
- About This Page: System Information Capture, page C-138

Finding the System Information Capture Page

**Step 1** Log in to Cisco Unified MeetingPlace Express.

**Step 2** Click Administration at the top of the page.

**Step 3** On the left side of the page:
   a. Click Services.
   b. Click Logs.
   c. Click View System Information Capture.

**Step 4** On the View System Information Capture page, enter or change the values in the fields, which are described in the “About This Page: View System Information Capture” section on page C-157.

**Step 5** Click View Logs.

Related Topics
- About This Page: System Information Capture, page C-138

Tasks Using the System Information Capture Page

This page is used to complete the following task:

- Viewing the System Information Capture Log, page 16-5
About This Page: System Logs

This page displays the Cisco Unified MeetingPlace Express system log. Topics in this section include:

- Fields on the System Logs Page, page C-139
- Finding the System Logs Page, page C-139
- Tasks Using the System Logs Page, page C-140

Fields on the System Logs Page

Note
These fields only appear if your Cisco Unified MeetingPlace Express system has any data for the parameters you entered.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>The date on which the event occurred.</td>
</tr>
<tr>
<td>Time</td>
<td>The time at which the event occurred.</td>
</tr>
<tr>
<td>Severity</td>
<td>The severity of the event. Can be INFO, WARN, MIN, or MAJ.</td>
</tr>
<tr>
<td>Ex</td>
<td>The exception code that identifies the specific type of exception.</td>
</tr>
<tr>
<td></td>
<td>Note that an exception code of 0 means no exception code is defined.</td>
</tr>
<tr>
<td></td>
<td>There is a 1:1 correspondence between defined exception codes and the</td>
</tr>
<tr>
<td></td>
<td>descriptions.</td>
</tr>
<tr>
<td>File</td>
<td>The name of the file in which the event occurred.</td>
</tr>
<tr>
<td>Line</td>
<td>The line in the file on which the event occurred.</td>
</tr>
<tr>
<td>SCodes</td>
<td>Context-specific values that are reported along with the exception code.</td>
</tr>
<tr>
<td></td>
<td>Note that for events with undefined exception codes, these values are used as</td>
</tr>
<tr>
<td></td>
<td>the description.</td>
</tr>
<tr>
<td>Description</td>
<td>Description of the event.</td>
</tr>
</tbody>
</table>

## Fields on the System Logs Page

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>The date on which the event occurred.</td>
</tr>
<tr>
<td>Time</td>
<td>The time at which the event occurred.</td>
</tr>
<tr>
<td>Severity</td>
<td>The severity of the event. Can be INFO, WARN, MIN, or MAJ.</td>
</tr>
<tr>
<td>Ex</td>
<td>The exception code that identifies the specific type of exception.</td>
</tr>
<tr>
<td></td>
<td>Note that an exception code of 0 means no exception code is defined.</td>
</tr>
<tr>
<td></td>
<td>There is a 1:1 correspondence between defined exception codes and the</td>
</tr>
<tr>
<td></td>
<td>descriptions.</td>
</tr>
<tr>
<td>File</td>
<td>The name of the file in which the event occurred.</td>
</tr>
<tr>
<td>Line</td>
<td>The line in the file on which the event occurred.</td>
</tr>
<tr>
<td>SCodes</td>
<td>Context-specific values that are reported along with the exception code.</td>
</tr>
<tr>
<td></td>
<td>Note that for events with undefined exception codes, these values are used as</td>
</tr>
<tr>
<td></td>
<td>the description.</td>
</tr>
<tr>
<td>Description</td>
<td>Description of the event.</td>
</tr>
</tbody>
</table>

Related Topics

- About This Page: System Logs, page C-139

Finding the System Logs Page

**Step 1**  Log in to Cisco Unified MeetingPlace Express.

**Step 2**  Click Administration at the top of the page.
Step 3  On the left side of the page:
   a. Click Services.
   b. Click Logs.
   c. Click System Logs.

Step 4  On the View System Logs page, configure the fields, which are described in the “About This Page: View System Logs” section on page C-158.

Step 5  Click View Logs.

Related Topics
• About This Page: System Logs, page C-139

Tasks Using the System Logs Page

This page is used to complete the following task:
• Viewing the System Log, page 16-3

About This Page: System Status

This page is used to display the current status of the Cisco Unified MeetingPlace Express system. Topics in this section include:
• Finding the System Status Page, page C-140
• Tasks Using the System Status Page, page C-140

Finding the System Status Page

Step 1  Log in to Cisco Unified MeetingPlace Express.
Step 2  Click Administration at the top of the page.
Step 3  On the left side of the page:
   a. Click Services.
   b. Click System Status.

Related Topics
• About This Page: System Status, page C-140

Tasks Using the System Status Page

This page is used to complete the following task:
• Viewing System Status, page 16-7
About This Page: System Status Details

This page displays the current status of the Cisco Unified MeetingPlace Express system. Topics in this section include:

- Fields on the System Status Details Page, page C-141
- Finding the System Status Details Page, page C-142
- Tasks Using the System Status Details Page, page C-143

Fields on the System Status Details Page

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General</strong></td>
<td></td>
</tr>
<tr>
<td>System mode</td>
<td>The current loading status of the Cisco Unified MeetingPlace Express software. One of the following: up, down, shutting down, loading, coming up, and unloaded.</td>
</tr>
<tr>
<td>Temperature</td>
<td>The temperature (in degrees Celsius) as measured on the MSC card inside the cabinet. Note that until the Cisco Unified MeetingPlace Express system is up, the temperature reads “Unknown.” Once the system is up, the temperature reads correctly.</td>
</tr>
<tr>
<td>Power supply</td>
<td>Displays either “OK” or displays a count of the times the voltage was out of tolerance.</td>
</tr>
<tr>
<td><strong>Server Information</strong></td>
<td></td>
</tr>
<tr>
<td>Server name</td>
<td>The name of the server.</td>
</tr>
<tr>
<td>Unit</td>
<td>This is always set to 0.</td>
</tr>
<tr>
<td>Class</td>
<td>The class name.</td>
</tr>
<tr>
<td>Mailbox</td>
<td>The number of the mailbox.</td>
</tr>
<tr>
<td></td>
<td>Note that this is a hexadecimal number.</td>
</tr>
<tr>
<td><strong>Mailbox Information</strong></td>
<td></td>
</tr>
<tr>
<td>Mailbox name</td>
<td>The name of the mailbox.</td>
</tr>
<tr>
<td>Unit</td>
<td>This is always set to 0.</td>
</tr>
<tr>
<td>Mailbox</td>
<td>The number of the mailbox.</td>
</tr>
<tr>
<td></td>
<td>Note that this is a hexadecimal number.</td>
</tr>
<tr>
<td>Messages</td>
<td>For internal use only.</td>
</tr>
<tr>
<td><strong>Connection Information</strong></td>
<td></td>
</tr>
<tr>
<td>Conn ID</td>
<td>For internal use only.</td>
</tr>
<tr>
<td>Unit</td>
<td>This is always set to 0.</td>
</tr>
<tr>
<td>Creator MB</td>
<td>For internal use only.</td>
</tr>
</tbody>
</table>
Finding the System Status Details Page

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Log in to Cisco Unified MeetingPlace Express.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2</td>
<td>Click <strong>Administration</strong> at the top of the page.</td>
</tr>
<tr>
<td>Step 3</td>
<td>On the left side of the page:</td>
</tr>
<tr>
<td></td>
<td>a. Click <strong>Services</strong>.</td>
</tr>
<tr>
<td></td>
<td>b. Click <strong>System Status</strong>.</td>
</tr>
<tr>
<td>Step 4</td>
<td>Click <strong>Execute</strong>.</td>
</tr>
</tbody>
</table>

Related Topics

- About This Page: System Status Details, page C-141
Tasks Using the System Status Details Page

This page is used to complete the following task:
- Viewing System Status, page 16-7

About This Page: Upload a Language Property File

This page is used to upload a language property file from a PC to Cisco Unified MeetingPlace Express.

Topics in this section include:
- Fields on the Upload a Language Property File Page, page C-143
- Finding the Upload a Language Property File Page, page C-143
- Tasks for the Upload a Language Property File Page, page C-144

Fields on the Upload a Language Property File Page

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Name</td>
<td>Language with which to associate the property file.</td>
<td>Choose from the drop-down menu of installed and enabled languages.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Default: en_US (U.S. English)</td>
</tr>
<tr>
<td>Choose language file</td>
<td>Directory path and filename of the language property file on the PC.</td>
<td>To locate the file, click <strong>Browse</strong>.</td>
</tr>
<tr>
<td>to upload</td>
<td></td>
<td>Restriction: Filename must exactly match the name of an existing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cisco Unified MeetingPlace Express language property file.</td>
</tr>
</tbody>
</table>

Related Topics
- **About This Page: Upload a Language Property File**, page C-143

Finding the Upload a Language Property File Page

**Step 1**
Log in to Cisco Unified MeetingPlace Express.

**Step 2**
At the top of the page, click **Administration**.

**Step 3**
On the left side of the page:
- Click **System Configuration**.
- Click **E-Mail Service Administration**.
- Click **E-Mail Notification Template Configuration**.
- Click **Upload a Language Property File**.
Appendix C      Administration Center Page References for Cisco Unified MeetingPlace Express

Related Topics

- About This Page: Upload a Language Property File, page C-143

Tasks for the Upload a Language Property File Page

This page is used to complete the following task:

- Uploading the Language Property File, page 14-11

About This Page: Usage Configuration

This page is used to configure many system-wide operational parameters, including languages, user authentication, access phone numbers, and some security features. Topics in this section include:

- Fields on the Usage Configuration Page, page C-144
- Finding the Usage Configuration Page, page C-151
- Tasks Using the Usage Configuration Page, page C-151

Fields on the Usage Configuration Page

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>24 hour time</td>
<td>Whether to show meeting times by a 24-hour clock or 12-hour clock.</td>
<td>No/Yes</td>
</tr>
<tr>
<td></td>
<td>When Yes, the value is 24-hour time.</td>
<td>Default: Yes</td>
</tr>
<tr>
<td></td>
<td>When No, the value is 12-hour time.</td>
<td></td>
</tr>
</tbody>
</table>
| Dial attendant on timeout | Whether or not callers are transferred to the attendant in the following situations:
 |                      | • Caller dials 0 for operator assistance.                                   | No/Yes                     |
|                      | • Caller does not enter a number at a voice prompt.                         | Default: No                |
| Attendant phone      | Phone number that callers are sent to if they do not press a number at a voice prompt or press 0 for operator assistance. Make sure that the person the system dials to help users is available to provide assistance, is trained as a delegate or attendant on Cisco Unified MeetingPlace Express, and has access to delegate and attendant materials. | —                          |
### About This Page: Usage Configuration

Language 1
Language 2
Language 3
Language 4

Enabled languages. The Language 1 field sets the default system-wide language.

Installed languages may be used on the system only if they are selected in a language field.

If the languages license is installed, then the number of active language fields (up to four fields) is determined by the number of installed languages.

If the languages license is not installed, then only one language field is active. The three other language fields are dimmed.

Restriction: A system restart is required to enable or disable a language. A system restart is not required to switch the order in which the languages appear in these fields.

See the “About Languages” section on page 4-2.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum profile password</td>
<td>Number of numeric characters required in a phone profile password.</td>
<td>Range: 5 to 17</td>
</tr>
<tr>
<td>length</td>
<td></td>
<td>Default: 5</td>
</tr>
<tr>
<td>Change profile password</td>
<td>Frequency, in days, at which phone profile passwords must be changed.</td>
<td>Range: 0 to 3650</td>
</tr>
<tr>
<td>(days)</td>
<td>A value of 0 means that phone profile passwords never need to be changed.</td>
<td>Default: 90</td>
</tr>
<tr>
<td></td>
<td>Restriction: This field does not apply to users that are authenticated by an</td>
<td></td>
</tr>
<tr>
<td>Minimum user password length</td>
<td>Number of alphanumeric characters required in a user password, which is</td>
<td>0 or range: 5 to 17</td>
</tr>
<tr>
<td></td>
<td>entered with a username to log in to Cisco Unified MeetingPlace Express from</td>
<td>Default: 5</td>
</tr>
<tr>
<td></td>
<td>a workstation.</td>
<td></td>
</tr>
<tr>
<td>Change user password (days)</td>
<td>Frequency, in days, at which user passwords must be changed.</td>
<td>Range: 0 to 3650</td>
</tr>
<tr>
<td></td>
<td>A value of 0 means that user passwords never need to be changed.</td>
<td>Default: 90</td>
</tr>
<tr>
<td></td>
<td>Restriction: This field does not apply to users that are authenticated by an</td>
<td></td>
</tr>
</tbody>
</table>
### About This Page: Usage Configuration

**Table C-87**  
**Usage Configuration Page Fields (continued)**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
</table>
| Maximum profile login attempts | Number of consecutive login attempts within a session before a user profile is locked.  
A value of 0 means that user profiles are never locked due to failed login attempts.  
Note: Before reaching the maximum number of login attempts, the user may restart the counter by taking one of the following actions:  
- Close the browser and open a new one to continue the login attempts.  
- End the call to Cisco Unified MeetingPlace Express and begin a new call to continue the login attempts.  
Restriction: The preconfigured Admin and Guest profiles cannot be locked.  | Range: 0 to 255  
Default: 3 |
| Call out on major alarm  | Whether or not Cisco Unified MeetingPlace Express calls the system administrator if an error condition affects system operation.  
Recommendation: Yes  | No/Yes  
Default: No |
| Phone number to call on alarm  | Phone number used to call the system administrator if the Call out on major alarm field is set to Yes.  
Restriction: Pagers are not supported.  | 0 to 32 numeric characters³ |
| Allow guest outdials  | Whether or not to allow guest users to dial out from Cisco Unified MeetingPlace Express. See the following topics:  
- About Toll Fraud Prevention Options, page 11-2  
- About Dial-Out Features and Voice Prompt Languages, page 8-11  
- Information About the Guest Profile and Guest Users, page 8-21  | No/Yes’  
Default: No |
| Cisco Unified CallManager version  | Cisco Unified CallManager version.  
The value of this field determines which user authentication method can be configured on this page:  
- LDAP⁴—Cisco Unified CallManager version 4.x  
- AXL⁵ SOAP⁶ API⁷—Cisco Unified CallManager version 5.x  
For more information, see the “About User Authentication By an External Directory” section on page 7-13.  | Cisco Unified CallManager version 4.x/  
Cisco Unified CallManager version 5.x  
Default: Cisco Unified CallManager version 4.x |
### LDAP URL

URL of the LDAP directory server to use for authentication of non-local users. Enter the URL in one of the following formats:

- `ldap://server-ip-address:port/
- `ldap://server-hostname:port/`

Restriction: Make sure that there are no spaces after the URL.

Example: `ldap://CCMUSERS-2:8404/`

This field is configurable only when Cisco Unified CallManager version 4.x is selected in the Cisco Unified CallManager version field.

---

### Directory username

LDAP directory server username, used for authentication.

Example: `cn=Directory Manager, o=cisco.com`

This field is configurable only when Cisco Unified CallManager version 4.x is selected in the Cisco Unified CallManager version field.

---

### Password

LDAP directory server password that was configured during Cisco Unified CallManager installation.

Example: `ldappassword`

This field is configurable only when Cisco Unified CallManager version 4.x is selected in the Cisco Unified CallManager version field.

---

### Cisco base

Location of user information in the Cisco Unified CallManager DC-Directory.

Leave this field blank if you are not using the embedded LDAP directory in Cisco Unified CallManager Version 4.x to authenticate Cisco Unified MeetingPlace Express users.

This field is configurable only when Cisco Unified CallManager version 4.x is selected in the Cisco Unified CallManager version field.

Default: `o=cisco.com`

---

### User base

The location of the user subtree in the LDAP directory tree.

Example (DC-Directory): `ou=users, o=cisco.com`

Example (Active Directory): `DC=ad,DC=com`

This field is configurable only when Cisco Unified CallManager version 4.x is selected in the Cisco Unified CallManager version field.

Default: `ou=users, o=cisco.com`

---

### Directory type

Type of LDAP directory.

This field is configurable only when Cisco Unified CallManager version 4.x is selected in the Cisco Unified CallManager version field.

Active Directory/
Netscape/iPlanet/
Cisco Unified CallManager

Default: Cisco Unified CallManager
### Table C-87  Usage Configuration Page Fields (continued)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>AXL username</td>
<td>Username of the Cisco Unified CallManager application user with defined AXL permissions.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Example: axluser</td>
<td></td>
</tr>
<tr>
<td></td>
<td>For information about creating an application user, see the Administrator’s Guide for your release of Cisco Unified CallManager.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>This field is configurable only when Cisco Unified CallManager version 5.x is selected in the Cisco Unified CallManager version field.</td>
<td></td>
</tr>
<tr>
<td>AXL password</td>
<td>Password of the Cisco Unified CallManager application user with defined AXL permissions.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Example: myaxlpassword</td>
<td></td>
</tr>
<tr>
<td></td>
<td>For information about creating an application user, see the Administrator’s Guide for your release of Cisco Unified CallManager.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>This field is configurable only when Cisco Unified CallManager version 5.x is selected in the Cisco Unified CallManager version field.</td>
<td></td>
</tr>
<tr>
<td>New AXL URL</td>
<td>This field is used to configure the URL or hostname of the AXL directory server used to authenticate users. Enter a URL in this field, click Add, and then verify that the new entry appears in the AXL URL field.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Example (URL): <a href="https://ccmusers-1.example.com:8443/axl">https://ccmusers-1.example.com:8443/axl</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Example (hostname): ccmusers-1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>This field is configurable only when Cisco Unified CallManager version 5.x is selected in the Cisco Unified CallManager version field.</td>
<td></td>
</tr>
<tr>
<td>AXL URL</td>
<td>This field is used to display (and, if necessary, delete) the URL or hostname of the AXL directory server used to authenticate users. To delete a hostname or URL from this field, select the item and then click Delete Selected. This field is configurable only when Cisco Unified CallManager version 5.x is selected in the Cisco Unified CallManager version field.</td>
<td></td>
</tr>
</tbody>
</table>
### Table C-87 Usage Configuration Page Fields (continued)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
</table>
| Label for access phone number 1 | Text used to describe the first meeting access phone number that is displayed in the following places:  
- E-mail notifications  
- Telephone pop-up notification box in the full web meeting room  
- Cisco Unified IP Phone screens (only when subscribed to the Cisco Unified MeetingPlace Express service for the Cisco Unified IP Phone—see the “About Cisco Unified IP Phone Services” section on page 7-7.) | Up to 32 characters |
| Access phone number 1 | First meeting access phone number.  
Restrictions:  
- Changes to this field take effect only after restarting the system.  
- (For full web meeting rooms only) See the “About the Character Limitation of the Telephone Pop-Up Notification Box in the Full Web Meeting Room” section on page 4-6. | Up to 32 characters |
| Label for access phone number 2 | Text used to describe the second meeting access phone number.  
Example: “Toll-Free”  
Restrictions:  
- Changes to this field take effect only after restarting the system.  
- (For full web meeting rooms only) See the “About the Character Limitation of the Telephone Pop-Up Notification Box in the Full Web Meeting Room” section on page 4-6. | Up to 32 characters |
| Access phone number 2 | Second meeting access phone number.  
Restriction: Changes to this field take effect only after restarting the system. | Up to 32 characters |
Table C-87  Usage Configuration Page Fields (continued)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Label for access phone number</td>
<td>Text used to describe the third meeting access phone number. Example: “Internal”</td>
<td>Up to 32 characters</td>
</tr>
<tr>
<td></td>
<td>Restrictions:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Changes to this field take effect only after restarting the system.²</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• (For full web meeting rooms only) See the “About the Character Limitation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>of the Telephone Pop-Up Notification Box in the Full Web Meeting Room”</td>
<td></td>
</tr>
<tr>
<td></td>
<td>section on page 4-6.</td>
<td></td>
</tr>
<tr>
<td>Access phone number 3</td>
<td>Third meeting access phone number. Restriction: Changes to this field take</td>
<td>Up to 32 characters</td>
</tr>
<tr>
<td></td>
<td>effect only after restarting the system.²</td>
<td></td>
</tr>
<tr>
<td>Label for access phone number</td>
<td>Text used to describe the fourth meeting access phone number. Example: “International”</td>
<td>Up to 32 characters</td>
</tr>
<tr>
<td>4</td>
<td>Restrictions:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Changes to this field take effect only after restarting the system.²</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• (For full web meeting rooms only) See the “About the Character Limitation of the Telephone Pop-Up Notification Box in the Full Web Meeting Room” section on page 4-6.</td>
<td></td>
</tr>
<tr>
<td>Access phone number 4</td>
<td>Fourth meeting access phone number. Restriction: Changes to this field take</td>
<td>Up to 32 characters</td>
</tr>
<tr>
<td></td>
<td>effect only after restarting the system.²</td>
<td></td>
</tr>
</tbody>
</table>

1. Calls to the attendant are not supported if you use a SIP trunk to integrate Cisco Unified MeetingPlace Express with Cisco Unified CallManager Release 4.x. For more information about this restriction, see the Cisco Unified CallManager Restrictions for Integration in a SIP Environment in the “Information About Integration in a SIP Environment” section on page 7-39.
2. To restart the system, enter `sudo mpx_sys restart` in the CLI. For information about logging into the CLI, see the Installation and Upgrade Guide for Cisco Unified MeetingPlace Express.
3. The required format for phone numbers is determined by the call-control device for your IP telephony network. Therefore, enter phone numbers in the same format used to dial similar numbers from a phone on the same IP telephony network as Cisco Unified MeetingPlace Express. For example, if calls within your company are made by dialing the last four digits of a phone number, then enter only the last four digits in Cisco Unified MeetingPlace Express for internal phone numbers. If, however, you want Cisco Unified MeetingPlace Express to call a phone in a different area code, then you may need to include a 9 and the complete telephone number including the area code.
5. AXL = Administrative XML Layer.
7. API = Application Programming Interface.

Related Topics

- About This Page: Usage Configuration, page C-144
Finding the Usage Configuration Page

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Log in to Cisco Unified MeetingPlace Express.</td>
</tr>
<tr>
<td>Step 2</td>
<td>Click <strong>Administration</strong> at the top of the page.</td>
</tr>
</tbody>
</table>
| Step 3 | On the left side of the page:  
  a. Click **System Configuration**.  
  b. Click **Usage Configuration**. |

Related Topics
- About This Page: Usage Configuration, page C-144

Tasks Using the Usage Configuration Page

This page is used to complete the following tasks:
- Configuring Operator Assistance, page 4-2
- Enabling Languages, page 4-3
- Configuring Major Alarm Calls, page 4-5
- Restricting Dial-Out Privileges for Guest Users, page 11-7
- About User Authentication By an External Directory, page 7-13
- Configuring Meeting Phone Numbers and Notification Labels, page 4-7
- Configuring User Password Requirements, page 11-2
- Limiting the Number of Failed User Login Attempts, page 11-3
- Displaying Meeting Times Using a 12- or 24-Hour Clock, page 5-21

About This Page: User Configuration

The User Configuration page leads to other pages with the configuration options listed in Table C-88.

<table>
<thead>
<tr>
<th>Option</th>
<th>Administration Center Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Find, add, edit, and delete user profiles.</td>
<td>About This Page: User Profile Management, page C-153</td>
</tr>
<tr>
<td>Find, add, edit, and delete user groups.</td>
<td>About This Page: User Group Management, page C-152</td>
</tr>
<tr>
<td>View and unlock any locked user profiles.</td>
<td>About This Page: View Locked Profiles, page C-155</td>
</tr>
</tbody>
</table>
About This Page: User Group Management

This page displays the user groups that are defined in the Cisco Unified MeetingPlace Express database. Topics in this section include:

- Options for the User Group Management Page, page C-152
- Finding the User Group Management Page, page C-152
- Tasks Using the User Group Management Page, page C-153

Options for the User Group Management Page

By default, this page displays user groups that are sorted by group name, in ascending alphanumeric sort order (a to z). Table C-89 describes the options available on this page.

<table>
<thead>
<tr>
<th>To</th>
<th>Do This</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sort by group name, group number, or active status</td>
<td>Click the Name, Number or Group Active? column heading.</td>
</tr>
</tbody>
</table>
| Change the alphanumeric sort order to ascending or descending | Click the column heading to change the arrow direction:  
  • Down arrow—ascending sort  
  • Up arrow—descending sort |
| Display a shorter or longer list of user groups in one view | At the bottom of the page, in the Rows per page field, select the number of user groups to display. |
| Display a different page of user groups | At the bottom of the page, do one of the following:  
  • In the Go field, enter the page number to display, and click Go.  
  • Click the arrows to page through the list. |
| Create a new user group | Click Add New. |
| Delete user groups | Check the appropriate check boxes in the far left column, then click Delete Selected.  
  Restriction: The preconfigured System user group cannot be deleted. |

Related Topics

- About This Page: User Group Management, page C-152

Finding the User Group Management Page

**Step 1** Log in to Cisco Unified MeetingPlace Express.

**Step 2** Click Administration at the top of the page.
Step 3  On the left side of the page:
   a. Click User Configuration.
   b. Click User Group Management.

Related Topics
   • About This Page: User Group Management, page C-152

Tasks Using the User Group Management Page

This page is used to complete the following tasks:
   • Adding User Groups Manually, page 8-25
   • Searching User Groups, page 8-26
   • Modifying User Groups, page 8-27
   • Deleting User Groups, page 8-27

About This Page: User Profile Management

This page is used to display the user profiles that are defined in the Cisco Unified MeetingPlace Express database. Topics in this section include:
   • Options for the User Profile Management Page, page C-153
   • Finding the User Profile Management Page, page C-154
   • Tasks Using the User Profile Management Page, page C-154

Options for the User Profile Management Page

By default, this page displays user profiles that are sorted by username, in ascending alphanumeric sort order (a to z). Table C-90 describes the options available on this page.

<table>
<thead>
<tr>
<th>To</th>
<th>Do This</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sort by username, profile number, or name</td>
<td>Click the User ID, Profile Number or Name column heading.</td>
</tr>
<tr>
<td>Change the alphanumeric sort order to ascending or descending</td>
<td>Click the column heading to change the arrow direction:</td>
</tr>
<tr>
<td></td>
<td>• Down arrow—ascending sort</td>
</tr>
<tr>
<td></td>
<td>• Up arrow—ascending sort</td>
</tr>
<tr>
<td>Display a shorter or longer list of user profiles in one view</td>
<td>At the bottom of the page, in the Rows per page field, select the number of user profiles to display.</td>
</tr>
<tr>
<td>Display a different page of user profiles</td>
<td>At the bottom of the page, do one of the following:</td>
</tr>
<tr>
<td></td>
<td>• In the Go field, enter the page number to display, and click Go.</td>
</tr>
<tr>
<td></td>
<td>• Click the arrows to page through the list.</td>
</tr>
</tbody>
</table>
About This Page: User Profile Management

Finding the User Profile Management Page

Step 1 Log in to Cisco Unified MeetingPlace Express.
Step 2 Click Administration at the top of the page.
Step 3 On the left side of the page:
   a. Click User Configuration.
   b. Click User Profile Management.

Tasks Using the User Profile Management Page

This page is used to complete the following tasks:

- Adding User Profiles Manually, page 8-28
- Modifying User Profiles, page 8-31
- Searching User Profiles, page 8-29
- Deleting User Profiles, page 8-31
- Modifying the Guest Profile, page 8-32
- Locking User Profiles, page 8-34

Related Topics

- About This Page: User Profile Management, page C-153

Table C-90 User Profile Management Page Options (continued)

<table>
<thead>
<tr>
<th>To</th>
<th>Do This</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search by username</td>
<td>Click the User ID radio button, enter the first character(s) of the username, and then click Search.</td>
</tr>
<tr>
<td>Search by first or last name</td>
<td>Click the Name radio button, enter at least the first character(s) of the first name or last name, and then click Search.</td>
</tr>
<tr>
<td>Edit an existing user profile</td>
<td>Find the user profile that you want to modify, and click edit in the same row.</td>
</tr>
<tr>
<td>Create a new user profile</td>
<td>Click Add New.</td>
</tr>
<tr>
<td>Delete one or more user profiles</td>
<td>Check the appropriate check boxes in the far left column, then click Delete Selected. Restriction: The preconfigured Admin and Guest profiles cannot be deleted.</td>
</tr>
</tbody>
</table>

Related Topics

- About This Page: User Profile Management, page C-153
About This Page: View Backup Logs

This page is used to view the Cisco Unified MeetingPlace Express backup log. Topics in this section include:

- Finding the View Backup Logs Page, page C-155
- Tasks Using the View Backup Logs Page, page C-155

Finding the View Backup Logs Page

**Step 1**
Log in to Cisco Unified MeetingPlace Express.

**Step 2**
Click **Administration** at the top of the page.

**Step 3**
On the left side of the page:
- Click **Services**.
- Click **Logs**.
- Click **Backup Logs**.

Related Topics
- About This Page: View Backup Logs, page C-155

Tasks Using the View Backup Logs Page

This page is used to complete the following task:
- Viewing System Backup Logs, page 16-4

About This Page: View Locked Profiles

This page displays the user profiles that are locked. For locked user profiles that belong to user groups, the group defaults for active/inactive status are also displayed. Topics in this section include:

- Options for the View Locked Profiles Page, page C-156
- Finding the View Locked Profiles Page, page C-156
- Tasks Using the View Locked Profiles Page, page C-156
Options for the View Locked Profiles Page

### Table C-91 View Locked Profiles Page Options

<table>
<thead>
<tr>
<th>To</th>
<th>Do This</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set locked user profiles to active state</td>
<td>Check the appropriate check boxes in the far left column, then click <strong>Set Selected to Active</strong>.</td>
</tr>
<tr>
<td>Set locked user profiles to inactive state</td>
<td>Check the appropriate check boxes in the far left column, then click <strong>Set Selected to Inactive</strong>.</td>
</tr>
<tr>
<td>Display a shorter or longer list of locked user profiles in one view</td>
<td>At the bottom of the page, in the Rows per page field, select the number of user profiles to display.</td>
</tr>
</tbody>
</table>
| Display a different page of locked user profiles | At the bottom of the page, do one of the following:  
  - In the Go field, enter the page number to display, and click **Go**.  
  - Click the arrows to page through the list. |

Related Topics
- [About This Page: View Locked Profiles, page C-155](#)

## Finding the View Locked Profiles Page

**Step 1** Log in to Cisco Unified MeetingPlace Express.

**Step 2** Click **Administration** at the top of the page.

**Step 3** On the left side of the page:
  - Click **User Configuration**.
  - Click **Locked Profiles**.

Related Topics
- [About This Page: View Locked Profiles, page C-155](#)

## Tasks Using the View Locked Profiles Page

This page is used to complete the following task:
- **Unlocking User Profiles, page 8-33**
About This Page: View System Information Capture

This page is used to view system information, over a specific period of time, about Cisco Unified MeetingPlace Express. Topics in this section include:

- Fields on the View System Information Capture Page, page C-157
- Finding the View System Information Capture Page, page C-158
- Tasks Using the View System Information Capture Page, page C-158

## Fields on the View System Information Capture Page

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event date</td>
<td>The date of the event for which you want system information.</td>
<td>• Date in the format MM/DD/YYYY or • Click ... to choose a date. Default: today’s date</td>
</tr>
</tbody>
</table>
| Approx. Event Time  | The approximate hour and minute of the event for which you want system information. | Hour: 00 - 23  
Minute: 00-59 |
| Log Capture Window  | The number of minutes before and after the approximate event time for which you want system information. | 0-1400 |
| Contact Name        | The name of the person to contact with information about the event. | Any name. |
| Contact Number      | The phone number of the person to contact with information about the event. | Any text string. |
| Contact email       | The e-mail address of the person to contact with information about the event. | A valid e-mail address. |
| Event Scenario      | The steps that produced the event. | Any text. |
| Observed Results    | What you observed when the event happened. | Any text. |
| Expected Results    | What you expected to observe when the event happened. | Any text. |

### Related Topics

- About This Page: View System Information Capture, page C-157
Finding the View System Information Capture Page

Step 1 Log in to Cisco Unified MeetingPlace Express.
Step 2 Click Administration at the top of the page.
Step 3 On the left side of the page:
   a. Click Services.
   b. Click Logs.
   c. Click View System Information Capture.

Related Topics
- About This Page: View System Information Capture, page C-157

Tasks Using the View System Information Capture Page

This page is used to complete the following task:
- Viewing the System Information Capture Log, page 16-5

About This Page: View System Logs

This page is used to view the Cisco Unified MeetingPlace Express system log. Topics in this section include:
- Fields on the View System Logs Page, page C-158
- Finding the View System Logs Page, page C-159
- Tasks Using the View System Logs Page, page C-159

Fields on the View System Logs Page

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Severity level</td>
<td>The type of log messages you want to see.</td>
<td>information, warn, major, minor, default: major</td>
</tr>
<tr>
<td></td>
<td>For normal operations, select minor, which provides a list of all log entries, or information, which lists everything.</td>
<td></td>
</tr>
<tr>
<td>Sort by date</td>
<td>Whether to sort the log messages by oldest or newest.</td>
<td>Sort by date ascending, Sort by date descending, default: Sort by date descending.</td>
</tr>
</tbody>
</table>
Finding the View System Logs Page

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Log in to Cisco Unified MeetingPlace Express.</td>
</tr>
<tr>
<td>Step 2</td>
<td>Click Administration at the top of the page.</td>
</tr>
<tr>
<td>Step 3</td>
<td>On the left side of the page:</td>
</tr>
<tr>
<td></td>
<td>a. Click Services.</td>
</tr>
<tr>
<td></td>
<td>b. Click Logs.</td>
</tr>
<tr>
<td></td>
<td>c. Click View System Logs.</td>
</tr>
</tbody>
</table>

Related Topics
• About This Page: View System Logs, page C-158

Tasks Using the View System Logs Page

This page is used to complete the following task:
• Viewing the System Log, page 16-3
IN-1

Configuration and Maintenance Guide for Cisco Unified MeetingPlace Express Release 1.2

OL-11374-01

INDEX

A

active user profile 8-23
Add Logo page
  about  C-5
  fields  C-6
  finding  C-6
  tasks  C-6
Add SNMP Community String page
  about  C-6
  fields  C-7
  finding  C-7
  tasks  C-8
Add SNMP Notification Destination page
  about  C-8
  fields  C-8
  finding  C-9
  tasks  C-9
Add User Group page
  about  C-9
  fields  C-10
  finding  C-15
  tasks  C-15
Add User Profile page
  about  C-16
  fields  C-16
  finding  C-26
  tasks  C-26
ad hoc conferencing
  about  6-2
  basic setup  1-6
  compared with scheduled and reservationless meetings  6-2
  configuring
    Cisco Unified CallManager  6-8
    Cisco Unified MeetingPlace Express  6-7
      overview  6-6
      prerequisites  6-1
      restrictions  6-2
    video
      about  6-5
      ports  6-4
      recommendations  6-5
      restrictions  6-5
    voice ports  6-4
    web ports  6-3
Ad Hoc Conferencing Configuration page
  about  C-3
  fields  C-4
  finding  C-5
  tasks  C-5
adhocsystemsoftware license  3-2
Administration Center
  alphabetical list of pages  C-1
  attendant options  8-9
  login requirements  1-1
  page title location  C-1
  administrator, system  8-10
  Admin profile  8-21
alarms
  about  16-6
  calls to administrator
    about  4-5
    configuring  4-5
  deleting  16-6
  exporting  16-6
SNMP  15-2
   viewing  16-6
Alarms page
   about  C-26
   fields  C-27
   finding  C-27
   tasks  C-27
archiving
   about  15-10
   configuring  15-12
attendants
   about  8-9
   Administration Center options  8-9
   end-user web interface options  8-9
   forwarding calls to
      about  4-1
      configuring  4-2
   restrictions  8-9
   special privileges  8-9
audio mixer
   about  5-11
   configuring  5-22
   jitter buffer  5-11
   mixed audio characteristics  5-11
   reports  10-15
Audio Parameters page
   about  C-28
   fields  C-28
   finding  C-29
   tasks  C-29
authentication by Cisco Unified CallManager
   about  7-13
   configuring, version 4.x  7-15
   configuring, version 5.x  7-17
   requirements  7-14
   restrictions  7-15
   user profile settings  7-15

B
backup
   about  15-8, 15-9
   archiving  15-10
   configuring  15-12
   file cleanup  15-10
   recordings  15-11
   restoring data  15-12
   viewing log  16-4
basic setup
   ad hoc conferencing  1-6
   scheduled and reservationless meetings  1-3
billing information
   in reports  10-11
   in user profiles  8-19
Billing Report page
   about  C-30
   fields  C-30
   finding  C-32
   output fields  C-31
   tasks  C-33
   busy signal, troubleshooting  16-3

C
Call Configuration page  C-33
call me, dial-out feature  8-12
calls
   busy signal  16-3
dial-out  8-11
   major alarm  4-5
   outgoing, exporting  10-14
   to the attendant  4-1
capacity
   management  2-2
   port utilization reports  10-12
Certificate Management page  C-33
   certificates
about 12-1
displaying 12-6
downloading 12-6
obtaining 12-2
replacing expired 12-7
channel statistics report C-91
channel status report C-93
Cisco SIP Proxy Server integration
about 7-39
prerequisites 7-39
required tasks 7-40
Cisco Unified CallManager Express integration
about 7-20
prerequisites 7-21
required tasks 7-21
Cisco Unified CallManager integration
call-control options 7-1
configuring
  with a gatekeeper 7-28
  without a gatekeeper 7-2
feature options 7-1
SIP restrictions 7-39
user authentication 7-13
Cisco Unified IP Phone services
about 7-7
configuring 7-9
requirements
  languages 7-9
  passwords 7-8
  usernames 7-8
security 7-8
Cisco Unified MeetingPlace Express VT xxv, 1-1, 2-1, 3-1
  basic setup for ad hoc conferencing 1-6
data sheet 6-3
detailed configuration for ad hoc conferencing 6-1
licenses 3-2
using scheduled and reservationless meetings on trial basis 1-3, 5-1
Cisco Unified Personal Communicator integration
about A-1
additional references A-5
joining meetings A-2
meeting details A-3
participant privileges A-2
required tasks A-4
clock, 12- or 24-hour 5-21
community strings
  adding 15-3
  deleting 15-5
  displaying 15-2
  editing 15-4
conference statistics report C-89
Configuration and Maintenance Guide for Cisco Unified MeetingPlace Express
about 1-8
audience xxv
conventions xxvii
finding the latest version 1-8
organization xxvi
purpose xxv
revision date xxv
Configure Backup page
about C-34
fields C-34
finding C-35
tasks C-35
continuous meetings
about 5-5
configuring 5-20
Customize Interface page C-37
Customize Outlook Plug-In Download Page
about C-40
finding C-41
options C-41
tasks C-41
Customize Schedule Meeting Page
about C-37
field headers C-38
Index

fields C-38
finding C-38
tasks C-39
Customize the Edit Profile Page
about C-39
fields C-39
finding C-40
tasks C-40
customizing
e-mail notifications 14-8
end-user web interface 13-2
voice prompts 13-6
Custom Prompts page
about C-35
display options C-36
fields C-36
finding C-36
tasks C-37

d database
archiving 15-10
backup 15-9
restoring 15-12
delegates
about 8-8
restrictions 8-8
special privileges 8-8
Dial Configuration Details page
about C-43
fields C-43
finding C-43
tasks C-44
Dial Configuration page
about C-42
fields C-42
finding C-42
tasks C-43
dialing groups
about 5-10
configuring 5-21
dial-out
features 8-11
optional configuration 8-13
required configuration 8-12
restricting guest user privileges 11-7
restricting profiled user privileges 11-8
voice prompt languages 8-11
dial out from within a meeting 8-12
direct meeting dial-in
about 5-10
configuring 5-21
Disable SSL page
about C-44
finding C-44
tasks C-44
Disk Usage Report page
about C-44
fields C-45
finding C-47
output fields C-46
tasks C-47
disk usage reports 10-13
Display Certificate page
about C-47
finding C-47
tasks C-47
Download a Language Property File page
about C-48
finding C-48
tasks C-48
Download Certificate page
about C-48
finding C-48
tasks C-49
Download Certificate Signing Request page
about C-49
Index

finding C-49
tasks C-49

E

Edit Language Property File page
about C-50
editing area C-50
fields C-50
finding C-50
tasks C-50

Edit Master Template (Advanced) page
about C-51
editing areas C-52
fields C-51
finding C-53
tasks C-53

Edit Master Template (Basic) page
about C-53
editing area C-54
fields C-54
finding C-55
tasks C-55

Edit SNMP Community String page
about C-55
fields C-55
finding C-56
tasks C-56

Edit SNMP Notification Destination page
about C-57
fields C-57
finding C-57
tasks C-58

Edit User Groups Details page
about C-58
fields C-10
finding C-58
tasks C-59

Edit User Profiles Details page
about C-59
fields C-16
finding C-59
tasks C-60

E-Mail Blast page
about C-60
fields C-60
finding C-61
tasks C-61
e-mail blasts
about 15-13
sending 15-13

E-Mail Notification Queue Status Report page
about C-61
fields C-62
finding C-62
tasks C-62
e-mail notifications
about 14-1
 configuring SMTP servers 14-5
 configuring user groups 14-5
 configuring user profiles 14-7
 how mail system works 14-4
 queue
 deleting from 14-8
 displaying 10-13
 requirements 14-2
 restrictions 14-1
 user profile settings 8-20

E-Mail Notification Template Configuration page C-63
e-mail notification templates
about 14-2
 editing 14-8
 example of modifying 14-13
 formats 14-2
 types 14-3

E-Mail Service Administration page C-63
Enable SSL for the End-User Interface, Administration Center, and Web Conferencing page
about C-63
fields C-64
finding C-65
tasks C-66
derm users 8-7
der-user web interface
  attendant privileges 8-9
  customizing 13-2
exchange license 3-2
Exchange Server Configuration page
  about C-66
  fields C-66
  finding C-67
  tasks C-67
Export Data page C-68
exporting
  about 10-1
  destinations 10-2
  join and leave 10-9
  meeting participants 10-8
  meetings 10-7
  outgoing calls 10-14
  scheduling failures 10-10
  to file 10-4
  user groups 10-6
  user profiles 10-5

F
file cleanup
  about 15-10, 15-13
  voice files 15-14
File Cleanup page
  about C-68
  fields C-68
  finding C-69
  tasks C-69
Find Me feature
  about 8-13
  optional configuration 8-17
  required configuration 8-16
  supported devices 8-14
  supported meetings 8-14
  using pagers
    about 8-14
    restrictions 8-15
    troubleshooting 16-3

G
Generate Certificate Signing Requests (CSRs) page
  about C-69
  fields C-69
  finding C-70
  tasks C-70
Group Information page
  about C-70
  fields C-70
  finding C-74
  output fields C-71
  tasks C-75
Guest profile
  about 8-21
  fields for guest users 8-21
  fields for new user profiles 8-22
  modifying 8-32
  recommendations 8-23
  restrictions 8-22
  guest users 8-21

H
H.323 call-control device integration
  about 7-20
  prerequisites 7-21
  required tasks 7-21
H.323 Configuration page
about C-75
fields C-75
finding C-76
tasks C-77
help desk
about 4-1
configuring calls to 4-2

I

immediate meetings 5-3
Import Cisco Conference Connection Meetings page
about C-77
fields C-77
finding C-78
tasks C-78
import file
examples 9-13
requirements 9-3
setting up 9-4
Import Group Profiles page
about C-79
fields C-79
finding C-80
tasks C-80
importing
about 9-1
Cisco Conference Connection meetings 9-11
file examples 9-13
file requirements 9-3
meetings
canceling 9-10
required headers 9-3
restrictions 9-2
sample import file 9-13
scheduling 9-9
user groups
adding 9-5
deleting 9-6
required headers 9-3
restrictions 9-1
sample import file 9-13
user profiles
adding 9-7
deleting 9-8
required headers 9-3
restrictions 9-2
sample import file 9-13
Import Meetings page
about C-80
fields C-81
finding C-81
tasks C-82
Import page C-80
Import User Profiles page
about C-82
fields C-82
finding C-83
tasks C-83
inactive user profiles 8-24
information capture log 16-5
in-session meetings, monitoring 10-14
In-Session Monitoring page
about C-83
display options C-84
fields C-84
finding C-84
tasks C-85
Install Licenses page
about C-85
fields C-85
finding C-85
tasks C-86

J

jitter buffer 5-11
joining meetings, troubleshooting 16-2
language property files
  about 14-2
downloading 14-10
editing 14-12
example of modifying 14-13
modifying 14-12
uploading 14-11
languages
  about 4-2
  configuring in user profiles 4-4
  enabling 4-3
  in dial-out voice prompts 8-11
  in Guest profile 8-22
  in user profiles 8-18
license 3-2
required configuration 4-3
licenses
  about 3-2
  adhocsystemsoftware 3-2
displaying 3-8
downloading 3-8
exchange 3-2
installing 3-5
languages 3-2
maxadhoc 3-3
maxvoice 3-3
maxweb 3-3
obtaining 3-6
stdvideoconf 3-3
systemsoftware 3-4
voiceconf 3-4
webconf 3-5
Licenses Summary page
  about C-86
  fields C-86
  finding C-87
  tasks C-87
locked user profiles 8-24
locking user profiles 8-34
logging in
  first time for administrator 1-2
troubleshooting for end users 16-2
logs
  about system 16-3
  information capture 16-5
  viewing system 16-3
  viewing system backup 16-4
Logs page C-87

MAC address of system 3-6
Maintenance page C-87
Manage Licenses page C-88
maxadhoc license 3-3
maxvoice license 3-3
maxweb license 3-3
Media Statistics Reports page
  about C-88
  fields C-89
  finding C-95
  output fields
    channel statistics report C-91
    channel status report C-93
    conference statistics report C-89
  tasks C-95
Meeting Cancellation Report page
  about C-95
  fields C-95
  finding C-97
  output fields C-96
  tasks C-97
Meeting Configuration page
  about C-97
  fields C-98
  finding C-101
tasks C-102
Meeting Information page
about C-102
fields C-102
finding C-110
output fields C-103
tasks C-111
Meeting Participant Join Leave Information page
about C-111
fields C-111
finding C-112
output fields C-112
tasks C-113
Meeting Participants Report page
about C-113
fields C-113
finding C-114
output fields C-114
tasks C-115
meetings
 canceling by import 9-10
 cancellation reports 10-10
 configuring
 password requirements 11-4
 preferences in user profiles 8-19
 restrictions in user profiles 8-20
 system-wide parameters 5-13
 continuous
 about 5-5
 configuring 5-20
 exporting
 join and leave 10-9
 meetings 10-7
 participants 10-8
 IDs, vanity 11-6
 immediate 5-3
 importing
 canceling 9-10
 Cisco Conference Connection 9-11
 restrictions 9-2
 scheduling 9-9
 monitoring in-session 10-14
 phone numbers
 about 4-6
 configuring 4-7
 recurring 5-4
 reservationless
 about 5-6
 configuring 5-14
 port considerations 5-7
 restricting access to
 scheduled 11-5
 scheduled
 scheduling by import 9-9
 troubleshooting
 busy signal 16-3
 joining 16-2
 types of scheduled 5-2
 using 12- or 24-hour clock 5-21
 vanity IDs 11-6
 web-only
 about 5-4
 configuring 5-18
 zero-port voice
 about 5-3
 configuring 5-17
 MIB support 15-1
 Microsoft Outlook integration
 about B-1
 additional references B-10
 client installation
 about B-2
 configuring installation file B-6
 installing locally on end-user PC B-7
 installing through automated distribution tool B-8
 requirements B-3
 uninstalling B-9
 configuring Cisco Unified MeetingPlace Express B-4
 configuring notifications in user profiles B-4
configuring the Microsoft Outlook Exchange Server B-4
license 3-2
restrictions B-1
mixer, audio
about 5-11
characteristics of mixed audio 5-11
configuring 5-22
jitter buffer 5-11
reports 10-15
mixer, video
about 6-5
reports 10-15

N
notification destinations
adding 15-6
deleting 15-8
displaying 15-5
editing 15-7

O
operator assistance
about 4-1
configuring calls to 4-2
Outgoing Calls Information page
about C-115
fields C-115
finding C-116
output fields C-116
tasks C-116
Outlook Plug-In Configuration page
about C-117
fields C-117
finding C-118
tasks C-118

P
pagers
how Find Me works 8-14
restrictions 8-15
troubleshooting Find Me 16-3
page title location, Administration Center C-1
participants, exporting 10-8
passwords
Admin profile
changing 1-2
default 1-2
recovery 16-8
meeting 11-4
user profile
about 8-6
recommendations 8-6
phone numbers
dialing groups (direct meeting dial-in)
about 5-10
configuring 5-21
meetings
about 4-6
configuring 4-7
user profile, required format 8-11
phone profile number
about 8-6
restrictions 8-6
phone profile password 8-6
ports
video, ad hoc 6-4
voice, ad hoc 6-4
voice, scheduled and reservationless
about 5-7
configuration for reserving 5-15
floater 5-7
overbook 5-8
recommended configurations 5-9
required licenses 5-7
Index

web, ad hoc 6-3
web, scheduled and reservationless
  about 5-8
  configuration for reserving 5-16
floater 5-9
overbook 5-9
recommended configurations 5-9
required licenses 5-8
port utilization, running reports 10-12
Port Utilization Report page
  about C-118
  fields C-118
  finding C-119
  output C-119
  tasks C-120
problems
  Find Me with non-direct dial pager 16-3
  joining meeting 16-2
  logging in 16-2
  no answer 16-3
Profile Information page
  about C-120
  fields C-120
  finding C-126
  output fields C-121
  tasks C-127
profile number
  about 8-6
  restrictions 8-6
profile password 8-6

Q
quality of service (QoS) requirements 2-2

R
recordings
backing up 15-11
disk usage C-46
restricting access to 11-5
recurring meetings 5-4
reports
  about 10-1
  audio mixer 10-15
  billing 10-11
  destinations 10-2
  disk usage 10-13
  e-mail notification 10-13
  in-session meetings 10-14
  meeting cancellations 10-10
  port utilization 10-12
  video mixer 10-15
Reports page, about C-127
reservationless meetings
  about 5-6
  compared with ad hoc conferences 5-1
configuring 5-14
port considerations 5-7
restricting third-party start 11-7
restoring data 15-12

S
scheduled meetings
  about 5-2
  compared with ad hoc conferences 5-1
types of 5-2
scheduling failures, exporting 10-10
Scheduling Failures Information page
  about C-127
  failure codes C-129
  fields C-128
  finding C-130
  output fields C-128
  tasks C-130
security recommendations 11-1
index

Services page C-130
SIP call-control device integration
  about 7-39
  prerequisites 7-39
  required tasks 7-40
  restrictions for Cisco Unified CallManager 7-39
SIP Configuration page
  about C-131
  fields C-131
  finding C-132
  tasks C-133
SMTP Server Configuration page
  about C-133
  fields C-133
  finding C-134
  tasks C-134
SMTP servers, configuring 14-5
SNMP
  about 15-1
  community strings
    adding 15-3
    deleting 15-5
    displaying 15-2
    editing 15-4
  MIB support 15-1
  notification destinations
    adding 15-6
    deleting 15-8
    displaying 15-5
    editing 15-7
  traps 15-1
SNMP Community Strings page
  about C-134
  fields C-135
  finding C-135
  tasks C-135
SNMP Configuration page C-136
SNMP Notification Destinations page
  about C-136
  fields C-136
  finding C-136
  tasks C-137
SSL
  disabling 12-5
  enabling 12-3
  stdvideoconf license 3-3
  support strategies 2-1
  system administrators
    about 8-10
    common tasks 2-3
    responsibilities 2-1
System Configuration page C-137
System Information Capture page
  about C-138
  display options C-138
  finding C-138
  tasks C-138
system logs
  about 16-3
  information capture 16-5
  viewing 16-3
  viewing backup 16-4
System Logs page
  about C-139
  fields C-139
  finding C-139
  tasks C-140
  systemsoftware license 3-4
  system status
    about 16-7
    viewing 16-7
System Status Details page
  about C-141
  fields C-141
  finding C-142
  tasks C-143
System Status page
  about C-140
finding C-140
  tasks C-140
system user group 8-2

T
  technical support strategies 2-1
  telephone pop-up notification box 4-6
time zones
    about 8-17
    recommendations 8-18
toll fraud prevention 11-2
traps 15-1
troubleshooting
    about 16-1
    alarms 16-6
    busy signal 16-3
    Find Me using pagers 16-3
    joining meetings 16-2
    logging in 16-2
    system backup log 16-4
    system information capture log 16-5
    system log 16-3
    system status 16-7
types of users 8-7

U
  unlocking user profiles 8-33
  unused voice files, cleaning up 15-14
Upload a Language Property File page
    about C-143
    fields C-143
    finding C-143
    tasks C-144
Usage Configuration page
    about C-144
    fields C-144
  finding C-151
  tasks C-151
User Configuration page C-151
User Group Management page
  about C-152
  finding C-152
  options C-152
  tasks C-153
user groups
  adding
    by import 9-5
    manually 8-25
deleting
    by import 9-6
    manually 8-27
e-mail notifications 14-5
exporting 10-6
importing
  adding 9-5
  deleting 9-6
inheritance by user profiles 8-1
modifying 8-27
recommendations 8-2
searching 8-26
settings in 8-5
system, preconfigured 8-2
username in user profile
  about 8-6
  recommendations 8-6
User Profile Management page
  about C-153
  finding C-154
  options C-153
  tasks C-154
user profiles
  about 8-3
  active state 8-23
  adding
    by import 8-5, 9-7
manually 8-4
through external authentication 8-4
customizing the Edit Profile end-user web page 13-4
deleting
  by import 9-8
  manually 8-31
e-mail notifications 8-20, 14-7
exporting 10-5
importing
  adding 9-7
  deleting 9-8
inactive state 8-24
limiting login attempts 11-3
locked state 8-24
locking 8-34
meeting preferences 8-19
meeting restrictions 8-20
modifying 8-31
passwords, increasing security of 11-2
phone numbers, required format 8-11
searching 8-29
settings from external directory 7-15
settings in 8-5
unlocking 8-33
user type
  attendants 8-9
  delegates 8-8
  end users 8-7
  guests 8-21
  system administrator 8-10

V

VAD 5-12
vanity meeting IDs 11-6
video, ad hoc
  about 6-5
  configuring 6-6
  ports for 6-4
  recommendations 6-5
  restrictions 6-5
View Backup Logs page
  about C-155
  finding C-155
  tasks C-155
View Locked Profiles page
  about C-155
  finding C-156
  options C-156
  tasks C-156
View System Information Capture page
  about C-157
  fields C-157
  finding C-158
  tasks C-158
View System Logs page
  about C-158
  fields C-158
  finding C-159
  tasks C-159
voice activity detection 5-12
voiceconf license 3-4
voice ports, ad hoc 6-4
voice ports, scheduled and reservationless
  about 5-7
  configuration for reserving 5-15
  floater 5-7
  overbook 5-8
  recommended configurations 5-9
  required licenses 5-7
voice prompts
  about 13-1
  customizing 13-6
  deleting customized 13-7
  dial-out languages 8-11
  languages 4-2
W

webconf license  3-5
web-only meetings
  about  5-4
  configuring  5-18
web ports, ad hoc  6-3
web ports, scheduled and reservationless
  about  5-8
  configuration for reserving  5-16
floater  5-9
overbook  5-9
recommended configurations  5-9
required licenses  5-8

Z

zero-port voice meetings
  about  5-3
  configuring  5-17