

[Cisco Unified MeetingPlace, Release 6.x](#) > [Cisco Unified MeetingPlace Audio Server](#) > [Scheduling and Attending Meetings](#)

A continuous meeting is a permanent meeting that is always in session, even if everyone leaves and hangs up.

Schedule a continuous meeting, for example, for an all-day meeting during which users will take breaks. Also schedule a continuous meeting for groups or individuals who are involved in managing crisis situations and must be able to meet immediately whenever a problem arises.

To Schedule a Continuous Meeting

1. Make sure you have system manager access through MeetingTime.
Note: Continuous meetings can also be scheduled through the Cisco Unified MeetingPlace web interface. However, system managers cannot schedule continuous meetings through the phone interface.
2. In the MeetingTime Schedule tab, for the Frequency attribute, choose **Continuous** .
3. Set additional meeting attributes, then click **Schedule Meeting** .

Remember the following information:

- To cancel a continuous meeting, in the In Session tab, click **End Mtg** . Up to 1000 continuous meetings can be scheduled on each Cisco Unified MeetingPlace system.
- After the last participant leaves a continuous meeting, the meeting data is moved to the database. This data appears when you generate a Raw Participant Join Leave report. (For more information, see the [Raw Participant Join Leave Information](#).)
- To have the system outdial to all participants when the first participant joins a continuous meeting, set the Outdial Invitees on First Caller attribute in the Schedule tab to Yes. (For more information, see the table in the [Dialing Out to Participants](#).)
- The Cisco Unified MeetingPlace Audio Server system does not allow entire continuous meetings to be recorded. Meeting comments, agenda messages, and meeting messages are fully supported on continuous meetings. If you want team members to be able to leave meeting messages for updates, then during a meeting the caller presses #6-5 and can listen, record, delete, re-record, or append a meeting message. During a meeting team members can listen to the meeting messages by dialing #6-5-1.
- Video terminals cannot be invited to continuous meetings.
- **For Cisco Unified MeetingPlace Release 6.0 Maintenance Release 3 and earlier:** If you mute everyone in the meeting using the "mute all" feature, meeting participants remain muted for the life of the meeting or until the next time the Audio Server is restarted.
- **For Cisco Unified MeetingPlace Release 6.0 Maintenance Release 4 and later:** If you mute everyone in the meeting using the "mute all" feature, meeting participants remain muted only until everyone leaves the meeting, including the web portion of the meeting.
- To see if a continuous meeting currently has any participants, use the polling feature. The polling feature pings the server every minute to see all the active meetings. Continuous meetings that are

active (that is, that have participants currently in the meeting) are displayed in bold on the In Session tab. To enable this feature (which can only be done by attendants and above), go in to MeetingTime and select **Options > Edit Settings** and check Enable polling for active meetings.

Using Video Conferencing During Continuous Meetings

If video resources are available, video conferences are started in a continuous meeting after the first video user joins the video conference. The video conference and video link remain active as long as there are video participants in the meeting. When no more video participants are in the meeting, the video link drops soon afterward. Later, when video participants again join, the video link is re-established if video resources are available.