

When installation is complete, the worksheets linked from [Planning Your Audio Server Installation](#) serve as complete documentation of your initial Cisco Unified MeetingPlace configuration. If you change the configuration of your system, you must create new documents that reflect these changes.

| To Maintain | Do This in MeetingTime |
|---|---|
| System configuration records, by creating an electronic file that lists your system configuration settings. | <p>In the Configure tab, select any topic, then click the Write to File button.</p> <p>Cisco Unified MeetingPlace creates an electronic file of your system's settings for that topic.</p> |
| Meeting records, by keeping a list of scheduled meetings for a specific time period or creating a record of meeting details. You can then save these records to file or print them. | In the Schedule tab, click the Print/Save button. Then choose an action from the drop-down menu. |