

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.