

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

Caution! It is the system administrator responsibility to ensure that no regular meetings are scheduled before scheduling a Reserve All Ports meeting.

Caution! Reserve All Ports meetings prevent the system from scheduling any meetings. Also, during a Reserve All Ports meeting, no prompts are played to alert users to the situation. For these reasons, we strongly recommend that system administrators schedule Reserve All Ports meetings during the lowest usage times. In addition, be sure to cancel any Reserve All Ports meetings that you later determine you do not need.

Reserve All Ports meetings allow system administrators to perform system upgrades. When you schedule a Reserve All Ports meeting, the Cisco Unified MeetingPlace Audio Server system performs the following actions:

- Reserves all available ports, or the maximum number of user licenses available in the system
- Blocks out all new callers for the duration of the scheduled meeting
- Prohibits the extension of in-session meetings that began before the Reserve All Ports meeting begins

Reserve All Ports meetings are scheduled, private meetings. The meeting attributes are the same as for scheduled meetings, with the exceptions described in [Table: Reserve All Ports Meeting Exceptions](#).

Table: Reserve All Ports Meeting Exceptions

Attribute	Value
Frequency	Once
# of calling sites	SysMaintenance
Record meeting?	No
Meeting name	SysMaintenance
Meeting type	All Speaker

To Schedule a Reserve All Ports Meeting

1. Log in to MeetingTime, click the Register Book, and select the **Schedule** tab.
2. For Attributes, choose **# of Calling Sites** .
3. In the dialog box, select **Reserve All Ports** and click **OK** .
4. Click **Schedule Meeting** .

Remember the following information:

- You cannot extend a scheduled Reserve All Ports meeting, but you can reschedule the meeting.

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- Only one Reserve All Ports meeting can be scheduled at a time (one Reserve All Ports meeting must be finished or deleted before another can be scheduled).
- If a Reserve All Ports meeting overlaps another scheduled meeting that is then canceled, the Reserve All Ports meeting reserves the ports released by the other meeting.
- Scheduled Reserve All Ports meetings appear in the server exception log, and any changes to a meeting (such as deleting or rescheduling) are shown in the log.
- If callers dial in to the server while a Reserve All Ports meeting is in session (and all ports are reserved), they hear nothing (silence).
- If system administrators or technicians log in to MeetingTime or returns to the white board from a meeting when a Reserve All Ports meeting is in effect, they see a message alerting them to the meeting.
- The meeting ID for a Reserve All Ports meeting cannot be changed.