Cisco Unified MeetingPlace users can choose to set up conferences immediately and outdial to parties, or they can schedule "meet me" conferences in advance. Conferences can be scheduled from one of the following devices:

- A touch-tone phone
- A Cisco Unified IP Phone
- A computer that uses one of the following:
    - MeetingTime (not available for scheduling video meetings)
    - Microsoft Outlook
    - IBM Lotus Notes
    - Web browser

Scheduling through an IP phone or a computer requires Cisco Unified MeetingPlace H.323/SIP Gateway software, Cisco Unified MeetingPlace for Cisco Unified IP Phone, MeetingTime, Cisco Unified MeetingPlace for Outlook, Cisco Unified MeetingPlace for Lotus Notes, or Cisco Unified MeetingPlace Web Conferencing.

When Cisco Unified MeetingPlace users schedule conferences in advance, the system reserves the necessary resources and guarantees availability at the time of the meeting. However, port resources are not guaranteed if overbooking is employed.

For each conference, the system records the following information, and stores it on the conference server:

- Date, start time, and length of the conference
- Number of audio and video locations
- Meeting ID
- Meeting template (when Web Conferencing is installed)
- Meeting preferences
- Other fields determined on a company-specific basis
- Cisco Unified MeetingPlace phone number
- Meeting category

Caution! If Cisco Unified MeetingPlace is configured for meeting classifications, the corresponding meeting categories must be created with the same name. Otherwise video participants may not be correctly scheduled.

Note: When using MeetingTime to schedule a meeting that includes attendees in different time zones, the scheduler must adjust the meeting start time in the users' time zones. From the MeetingTime Preference Tab, select Act as User. If the new user is in a different time zone the meetings are scheduled with the time zone of the original user. It will not take into account the assumed user time zones. Scheduler must adjust the meeting start time within MeetingTime.