Company-specific information includes general information about your company and parameters that tailor the way Cisco Unified MeetingPlace operates. This information limits the total number of user licenses that can be involved in meetings at one time and determines meeting scheduling criteria. It also defines systemwide defaults for managing meetings.

Table: Company-Specific Information describes the information you need to decide the default scheduling and usage parameters that Cisco Unified MeetingPlace should use, and to define port availability for meetings.

Table: Company-Specific Information

Information	Description
Usage parameters	Usage parameters establish default values for the parameters that control basic Cisco Unified MeetingPlace operations. These parameters govern security, alarm handling, getting assistance, and outdial. The Usage Parameters window includes a default time zone for the location of the system. This time zone is calibrated to the system's internal clock.
Scheduling parameters	Meeting scheduling parameters control the meetings scheduled at your location. The settings determine how many conference ports on your system can be reserved for meetings at one time.
Meeting guard times	The Scheduling Parameters window includes meeting guard times, which ensure that meetings do not overlap each other and that two meetings are not scheduled back to back with the same meeting ID. Guard times may also determine how early someone can call into a meeting before its scheduled start time, how long a meeting can be extended, and when ports should be released. Back-to-back reservationless meetings are allowed regardless of guard times. The guard time for reservationless meetings is equal to 0 (zero).
Company information	Company information describes your organization, such as the company name and address, and the names and phone numbers of primary contacts for Cisco Unified MeetingPlace service representatives, and of contacts for system help.
Flex fields	System administrators can customize specific meeting fields to your particular business needs. Use flex fields to track company- or site-specific information by profile or meeting. Flex fields record information to specify the type of field, title associated with the field, import title used for reporting, protection level of the field, whether users must choose field values from a list of possible entries (which you create), and whether a flex field requires a value.