

Procedures in this section must be completed before installing the Cisco Unified MeetingPlace Video Integration software on the Web Conferencing server. This chapter can also be used as a reference for adding and changing settings later.

## Contents

- 1 Getting Started
  - ◆ 1.1 Video Administration Configuration Workflow
  - ◆ 1.2 Starting Video Administration
  - ◆ 1.3 Restarting Video Administration
    - ◇ 1.3.1 To Restart the Video Administration Service
  - ◆ 1.4 Logging In
    - ◇ 1.4.1 To Log In to Video Administration
- 2 Resource Management
  - ◆ 2.1 To Access Resource Management
  - ◆ 2.2 Using the Gatekeeper/SIP Server Tab
    - ◇ 2.2.1 To Access the Gatekeeper/SIP Server Tab
    - ◇ 2.2.2 To Add a Gatekeeper/SIP Server
    - ◇ 2.2.3 To Modify a Gatekeeper/SIP Server Definition
    - ◇ 2.2.4 To Delete a Gatekeeper/SIP server
    - ◇ 2.2.5 To Search for a Gatekeeper/SIP Server
  - ◆ 2.3 Using the MCU Tab
    - ◇ 2.3.1 To Select a Priority for Meeting Cascading
    - ◇ 2.3.2 To Add an MCU
    - ◇ 2.3.3 To Add an MCU
    - ◇ 2.3.4 To Modify an MCU
    - ◇ 2.3.5 To Delete an MCU
    - ◇ 2.3.6 To Search for an MCU
  - ◆ 2.4 Using the Gateway Tab
    - ◇ 2.4.1 To Add a Gateway
    - ◇ 2.4.2 To Modify a Gateway
    - ◇ 2.4.3 To Delete a Gateway
    - ◇ 2.4.4 To Search for a Gateway
  - ◆ 2.5 Using the Terminals Tab
    - ◇ 2.5.1 To Add a Terminal
    - ◇ 2.5.2 To Modify a Terminal
    - ◇ 2.5.3 To Delete a Terminal
    - ◇ 2.5.4 To Search for a Terminal
- 3 Meeting Types
  - ◆ 3.1 Meeting Type Name Display
  - ◆ 3.2 Naming a Meeting Type
  - ◆ 3.3 Using the Active Meeting Type Tab

- ◇ [3.3.1 To Access Meeting Types](#)
- ◇ [3.3.2 To Add an Audio Plus Video Meeting Type](#)
- ◇ [3.3.3 To Add an Audio Meeting Type](#)
- ◇ [3.3.4 To Modify a Meeting Type](#)
- ◇ [3.3.5 To Upload and Download a Meeting Type](#)
- ◇ [3.3.6 Considerations When Uploading or Downloading a Meeting Type](#)
- ◇ [3.3.7 To Resolve Meeting Type Conflicts](#)
- ◇ [3.3.8 To Deploy a Meeting Type](#)
- ◇ [3.3.9 To Add an MCU](#)
- ◇ [3.3.10 To Upload Meeting Types](#)
- ◇ [3.3.11 To Define an Audio-only Meeting Type](#)
- ◇ [3.3.12 To Deactivate a Meeting Type](#)
- ◇ [3.3.13 To Search for a Meeting Type](#)
- ◆ [3.4 Using the Inactive Meeting Types Tab](#)
  - ◇ [3.4.1 To Delete a Inactive Meeting Type](#)

## Getting Started

This section includes information about starting and restarting Video Administration, and logging in according to your user type.

## Video Administration Configuration Workflow

We recommend that Video Administration administrators configure Video Administration according to the following workflow:

- Installation
- Initial Login
- Resource Configuration
  - ◆ Gatekeepers/SIP servers
  - ◆ MCUs
  - ◆ Gateways
  - ◆ Terminals
- Configure Meeting Types
  - ◆ Download/Upload Meeting Types

By default, some sections of the user interface are hidden, according to settings in the Configuration Tool; however, these sections may appear in the documentation. For details about using the Configuration Tool, see the [Video Administration Configuration Tool](#) chapter.

## Starting Video Administration

Video Administration is installed as a Windows Service on your server. Video Administration automatically starts when the server is started.

## Restarting Video Administration

To restart Video Administration, you must either restart the server or the Video Administration service.

### To Restart the Video Administration Service

1. From the Start menu, click **Settings > Control Panel > Administrative Tools > Services**.
2. From the list of services currently running on the server, select the **Video Administration for Cisco Unified MeetingPlace** service.

**Note:** When Video Administration is restarted, it may take a few minutes for Video Administration to properly initialize before web pages can be loaded.

## Logging In

After installation is complete, you can log in according to your role.

### To Log In to Video Administration

1. Go the location provided in your user setup notification e-mail.
2. In the login screen that appears, enter the required information, and then click **Login**.
3. If you are logging in for the first time, the User Provisioning screen appears. One of the following options is automatically selected. Do not change the selection.
  - ◆ Via Video Administration for Cisco Unified MeetingPlace-To use the internal Video Administration database.
  - ◆ Via external server only.
4. Click **OK**.

## Resource Management

Use the Resource Management section to organize, assign, and monitor resources.

The following resources are currently supported by Video Administration:

- MCU
  - ◆ Cisco MCU version 4.x and 5.x
  - ◆ Cisco Unified Videoconferencing 35xx
- Gatekeepers/SIP servers
  - ◆ Cisco GK-the internal (ECS) gatekeeper installed with the Video Administration
  - ◆ Cisco Multimedia Conference Manager (MCM)-also known as the IOS H.323 Gatekeeper.
  - ◆ Microsoft LCS

### To Access Resource Management

1. In the sidebar menu, go to **Resource Management**.
2. The Resource Management section contains the following tabs:
  - ◆ Gatekeeper/SIP server-See the [Using the Gatekeeper/SIP Server Tab](#).
  - ◆ MCU-See the [Using the MCU Tab](#).
  - ◆ Gateway-See the [Using the Gateway Tab](#).
  - ◆ Terminals-See the [Using the Terminals Tab](#).

**Note:** We recommend that you configure the tabs in the order that they appear, from left to right.

## Using the Gatekeeper/SIP Server Tab

On the Gatekeeper/SIP server tab you can monitor, add, delete and modify gatekeeper and SIP server information.

A gatekeeper/SIP must be listed in the Gatekeeper/SIP server tab before you can add an MCU to its registry.

Cisco GK is listed on the Gatekeeper/SIP server tab. This is an internal gatekeeper.

See the following procedures:

- [To Access the Gatekeeper/SIP Server Tab](#)
- [To Add a Gatekeeper/SIP Server](#)
- [To Modify a Gatekeeper/SIP Server Definition](#)
- [To Delete a Gatekeeper/SIP server](#)
- [To Search for a Gatekeeper/SIP Server](#)

### To Access the Gatekeeper/SIP Server Tab

1. In the sidebar menu, select **Resource Management**.
2. In Resource Management, select the **Gatekeeper/SIP Server** tab.

### To Add a Gatekeeper/SIP Server

The procedure for adding a gatekeeper/SIP server differs slightly depending on which model you select.

When you add a gatekeeper, it is automatically defined as the neighbor of the internal gatekeeper.

1. On the Gatekeeper/SIP Server tab, click **Add**.  
The New Gatekeeper/SIP server screen appears.

2. In the Name field, enter the name of the Gatekeeper/SIP server.
3. In the IP Address field, enter an IP address for the Gatekeeper/SIP server.
4. From the Model list, select the type of server that you want to add. Select "Cisco MCM 500" for a Cisco IOS H.323 Gatekeeper.

The screen displays options relevant to the server you select. For example, the display of the Protocol list, the Dialing Plan Information, and the Advanced section is dependent on which server you select.

5. From the Location list, set the Device Island to which the device belongs.
6. Do not configure anything in the Dialing Plan Information section or the Advanced section.
7. Click **OK**.

#### To Modify a Gatekeeper/SIP Server Definition

1. On the Gatekeeper/SIP server tab, click the name of the server that you want to modify.
2. In the Modify Gatekeeper/SIP server screen, edit the details as required.
3. Click **OK**.

#### To Delete a Gatekeeper/SIP server

You cannot recover a Gatekeeper/SIP server once it is deleted.

1. On the Gatekeeper/SIP server tab, click the name of the server that you want to delete.
2. In the Modify Gatekeeper/SIP server screen, click **Delete**.
3. If you want to delete the IP addresses for additional gateways in the Gateway pool, click the **Modify** button next to the IP Address field, and then in the Modify Gateway screen, click **Delete**.

Depending on the current use of the gatekeeper/SIP server, the following events may occur:

- ◆ If there are any meetings scheduled within two hours of the time of deletion that will use this gatekeeper/SIP server, Video Administration does not allow the deletion.
- ◆ If the gatekeeper/SIP server has other gateways mapped as children, Video Administration reconfigures the gateway dialing plan by using those children as root gatekeeper/SIP servers and dialing accordingly.
- ◆ If there are devices registered to the deleted gatekeeper/SIP server, after deletion, they appear as not registered to any gatekeeper/SIP server.

**Note:** Reconfigure manually, if necessary, after a gatekeeper/SIP server is deleted.

#### To Search for a Gatekeeper/SIP Server

You can search for a gatekeeper/SIP server by name.

1. In the Name field, enter all or part of the name of the gatekeeper or SIP server that you want to find.
2. Click **Search**.  
If a Gatekeeper/SIP server is found, it appears in the list.
3. To view the complete list of Gatekeeper/SIP servers, clear the **Search** field, and then click **Search**.

#### To Add a Gatekeeper/SIP Server

The following information about connection status is available in the list of search results:

- ◆ Authorization Connection-indicates whether the Internal Gatekeeper/Video Administration authorization link is established. This connection is established only as needed; therefore, it can appear disconnected, which is not an error.
- ◆ Call Control Connection-indicates whether the Internal Gatekeeper/API connection is established by Video Administration.
- ◆ SNMP Connection-indicates whether the SNMP connection between Video Administration and the Internal Gatekeeper is established.

## Using the MCU Tab

On the MCU tab you can monitor, add, delete and modify MCUs.

See the following procedures:

- [To Select a Priority for Meeting Cascading](#)
- [To Add an MCU](#) (For older versions)
- [To Add an MCU](#) (For newer versions)
- [To Modify an MCU](#)
- [To Delete an MCU](#)
- [To Search for an MCU](#)

### To Select a Priority for Meeting Cascading

Cascading of MCUs is used to reduce potential drain on network resources and to increase the efficiency of MCU usage. The following points about cascading should be noted:

- The service representing the required meeting must be available on all participating MCUs.
- Video Administration meeting control features may not function correctly in manually cascaded meetings.
- We recommend that you not work with clustered MCUs (multiple MP units on a single MCU). Clustered MCU configurations have no control-overload balancing and may cause a single point of failure. Contact Cisco Customer Support for further information.
- Each master MCU uses one port for every slave MCU.
- Each slave MCU that is used in a cascaded meeting requires one additional port.
- Video Administration supports meeting cascading via the Prioritize field that appears in several locations in the Video Administration user interface. Cascading is conducted according to the priority you select.

To select a priority for meeting cascading, you must configure the Local MCU Prioritization Setting in MeetingTime. See Table [Table: Conference and Port Parameters](#) for details.

**To Add an MCU**

*NOTE: This process is for the version of Video Administration for Cisco Unified MeetingPlace Release 6.0 Maintenance Release (MR) 2, MR 1, or the FCS version.*

1. In the MCU tab, click **Add**.  
The New MCU screen opens on the Basic tab.
2. From the Model list, select the model of the MCU.
3. If you want to register the MCU to a gatekeeper, select from the **Registered To** list.
4. If you want to register the MCU to an SIP server, check the **SIP Only** check box.  
**Note:** Verify that the MCU is registered to a SIP server and not registered to a H.323 gatekeeper. When you check the SIP Only check box, the Registered To field is inactive.
5. From the Location list, select the Device Island to which the MCU belongs.
6. If you want to designate a specific port via which Video Administration communicates with the MCU, or to designate SNMP Community passwords (passwords for retrieving and sending information), click the **Advanced** tab and edit the default entries in the fields.  
**Note:** The Advanced tab is active only for certain MCU models, and its fields vary according to the MCU model.
7. On either the Basic or the Advanced tab, click **OK**.  
The new MCU appears in the list on the MCU tab.  
**Note:** If Video Administration and an MCU are located on different networks, your security policy must allow SNMP and XML API connections between Video Administration and the MCU.  
**Note:** Video Administration cannot connect to a newly configured MCU. The MCU is added but its status is Offline. In this case, in the Modify MCU screen, select the **Online** option, and then click **OK**. For information about modifying an MCU, see the [To Modify an MCU](#).

**To Add an MCU**

*NOTE: This process is for the version of Video Administration for Cisco Unified MeetingPlace Release 6.0 Maintenance Release (MR) 3 or later.*

1. Log in to Video Administration at by going to **http://<hostname>:8080**.  
**Note:** The Video Administration installer defaults to 8080 but if you changed that value during the installation, you should use your custom port.
2. Click **Admin > Resource Management**.
3. Click the MCU tab.
4. Click **Add** to open the New MCU page.
5. Enter values in the required fields, which are indicated by red asterisks:
  - ◆ Name:
  - ◆ IP Address:
  - ◆ Login Name:
  - ◆ Login Password:
  - ◆ SNMP GET Community:
  - ◆ SNMP SET Community:
  - ◆ Port: (default is 3336)**Note:** If you are unsure of SNMP values, log in to the MCU, click **Board > Security**, and copy the values from the Security page.
6. Select the model of the MCU from the Model list. Do not change the value of the "Registered To:" field. It defaults to ?local\_gatekeeper?. This is the ECS Gatekeeper on the Video Administration and the MCU must be registered to this value.

7. If you want to register the MCU to an SIP server, check the **SIP Only** check box.

**Note:** Verify that the MCU is registered to a SIP server and not registered to a H.323 gatekeeper. When you check the **SIP Only** check box, the Registered To field is inactive.

8. Click **OK** to save and exit the New MCU page.

The MCU appears in the list on the MCU tab.

**Note:** If Video Administration and the MCU are located on different networks, your security policy must allow SNMP and XML API connections between Video Administration and the MCU.

**Note:** The Signaling Port may or may not show a value, depending on the version of Video Administration that you are using. This field has no effect, and will automatically display the corresponding Signaling Port configured on the MCU once the MCU connects to the Video Administration.

**Note:** Video Administration cannot connect to a newly-configured MCU, when the MCU has been added but its status is offline. In this case, on the Modify MCU page, select the Online option, and then click **OK**.

#### To Modify an MCU

You can modify MCU information on the Basic tab and on the Advanced tab.

If the specified gatekeeper/SIP server is configured to remove prefixes, MCU service prefixes cannot begin with the same digits as the gatekeeper/SIP server prefix.

1. On the MCU tab, click the name of an MCU in the list.  
The Modify MCU screen appears.
2. On the Basic tab, edit the details as required.
3. In the Advanced section of the Basic tab, select from the following options:
  - ◆ Online-Default setting for all MCUs.
  - ◆ Offline Up to Date-To set the date when the MCU should be online again, click the calendar button and select a date. Video Administration does not automatically bring an MCU online; you must bring the MCU online manually on the specified date.
4. If you want the MCU to be permanently set to the offline option, check the **Permanently** check box. This activates fields in the screen for editing that are otherwise read-only.  
If you take an MCU offline, the following occurs:
  - ◆ Video Administration cannot schedule meetings for the offline MCU.
  - ◆ All currently in-progress meetings are terminated. Video Administration attempts to reschedule upcoming meetings for the offline MCU on other MCUs by using the same services and with sufficient, available resources. If no replacement MCUs are available, upcoming meetings are lost and not restored if the MCU status is changed to online.
  - ◆ Video Administration attempts to reschedule all meetings that are scheduled to this MCU from the time the MCU goes offline to the date specified in the Offline Up to Date field of the Modify MCU screen.
  - ◆ If the MCU is set to be Offline Permanently, Video Administration attempts to reschedule all future meetings.  
The selection appears on the MCU tab, in the Status column.
5. On the Advanced tab, edit the details as required.



6. Click **OK**.

The changes appear in the MCU tab list.

#### To Delete an MCU

**Caution!** If you delete an MCU, it cannot be recovered. Note that deleting an MCU, or taking an MCU offline, interrupts any meetings that are in progress and causes any future meetings that are scheduled for the MCU to be rescheduled. There is no guarantee of successful rescheduling.

1. On the MCU tab, click the name of the MCU that you want to delete.
2. In the MCU screen, select **Offline**, and then check the **Permanent** check box.
3. Click **Delete**.
4. In the message that appears, click **OK**.

The MCU is deleted from the list in the MCU tab.

#### To Search for an MCU

You can search for an MCU by name.

1. In the Name field, enter all or part of the name of an MCU.
2. Click **Search**.

If the MCU is located, the MCU name and details appear in the list on the MCU tab.

Information in the Connection column indicates whether or not a communication connection is established between Video Administration and the MCU.

## Using the Gateway Tab

Registered gateways are listed on the Gateway tab. You can monitor, add, delete, and modify gateways on the Gateway tab.

Video Administration does not control or communicate with gateways. Video Administration uses gateway setup information to determine resource allocation. It is important for gateway setup information to be accurate.

**Note:** It is rare that you will need to make modifications on the Gateway Tab. When making modifications, ensure that the gateway is installed and set up prior to configuring it in the Video Administration. For details see the Administration Guide applicable to your gateway at:

[http://www.cisco.com/en/US/products/hw/video/ps1870/prod\\_maintenance\\_guides\\_list.html](http://www.cisco.com/en/US/products/hw/video/ps1870/prod_maintenance_guides_list.html)

See the following procedures:

#### To Modify an MCU

- [To Add a Gateway](#)
- [To Modify a Gateway](#)
- [To Delete a Gateway](#)
- [To Search for a Gateway](#)

### To Add a Gateway

When you add a gateway, settings in Video Administration must be consistent with the actual gateway configuration. We recommend the following guidelines:

- If you make changes to the gateway, maintain IVR and DID numbers in Video Administration.
  - To ensure that there are gateway ports available for scheduled and ad hoc calls, maintain capacity information.
1. In the Resource Management section, click the **Gateway** tab.
  2. Click **Add**.
    - The New Gateway screen opens on the Basic tab.
  3. Enter information in the fields as required.
  4. From the Gateway Model list, if you select ViaIP-GW-S40, the IMUX field appears. Select an IMUX server for ISDN connection to the network.
  5. From the Registered To list, select the gatekeeper/SIP server to which the gateway is registered. A complete list of zone prefixes that are configured in Video Administration is displayed following the gatekeeper/SIP server name.
  6. To enable gateway pooling, modify the IP Address or add additional gateway IP addresses.
  7. If the gateway supports only dial-in calls, check the **Dial-In** check box.
  8. (Optional) In the Description field, enter a description for the gateway.
  9. In the International Access code field, enter the numeric prefix that is required to make an international long distance call.
  10. In the Domestic Long Distance Prefix field, enter the numeric prefix that is required to make a long distance call within the same country.
  11. In the Country Code field, enter the country code for the gateway phone numbers. Video Administration adds this prefix when dial-out is performed from this gateway to a terminal located in a country different from the gateway.
  12. If applicable, check the **Allow Out of Area Calls** check box.
    - If you do not check the Allow Out of Area Calls check box, only endpoints with the same area code as the gateway are allowed to reach Video Administration via the gateway. In addition, if the check box is unchecked, and you request reserved ports for a gateway, you must verify that the specified gateway has sufficient resources to provide the additional ports.
    - If you check the Allow Out of Area Calls check box, the gateway accepts incoming calls to Video Administration from endpoints with a different area code that is different from the gateway area code. By default, the check box is checked.
  13. In the Area Code field, enter the domestic area code of the gateway number.
  14. In the Telephone Number field, specify a local phone number that you assign to the specific port.
  15. Enter a number in the To Access an Outside Line for Local Calls, Dial field, for a gateway with no direct access to an outside line for local calls.
  16. Enter a number in the To Access an Outside Line for Long Distance Calls, Dial field, for a gateway with no direct access to an outside line for long distance calls.
  17. To add or modify an gateway service, click **Add Service**.

18. To delete a gateway service, click **Add Service**, and then click **Delete Service**.
19. In the Bandwidth section, if you check the Restricted Mode check box, 56 appears in the Kbps list. Multiples of 56 Kbps are used instead of multiples of 64 Kbps.
20. To add additional phone numbers to a gateway, click **Add Services**, and then enter the required information.

#### To Modify a Gateway

Modification of the gateway is restricted to adding Service Prefixes and Bandwidth, unless you take the gateway offline.

1. On the Gateway tab, click the name of a gateway in the list.  
The Modify Gateway screen appears.
2. If you want to change the gateway name, enter a new name in the Name field.
3. To add a Service Prefix, click **Add Service**.
4. If you want to edit other fields in the Modify Gateway screen, click **Offline**.  
All fields become active.
5. Click **OK**.

#### To Delete a Gateway

1. On the Gateway tab, click the name of a gateway in the list.  
The Modify Gateway screen appears.
2. Click the **Offline** option.
3. Check the **Permanently** check box.
4. Click **Delete**.  
The gateway is deleted.  
All upcoming meetings that were scheduled to use the deleted gateway are rescheduled. For each meeting that is successfully rescheduled, the organizer and participants are notified of the new gateway information. If there are insufficient resources on the network to support a meeting, the meeting is cancelled and the organizer and participants are notified of the cancellation.

#### To Search for a Gateway

You can search for a gateway by name.

1. In the Name field, enter all or part of the gateway name.
2. Click **Search**.  
If the gateway is located, the gateway name and details appear in the list on the Gateway tab. The Connection column indicates whether Video Administration established a communication channel with the gateway.

#### To Add a Gateway

## Using the Terminals Tab

Registered terminals are listed on the Terminals tab. You can monitor, add, delete, and modify terminals on the Terminals tab.

Adding terminals to the Video Administration database is necessary in order to provide the ability to automatically outdial video participants at the start of a meeting. You can also add personal video endpoints such as Cisco Unified CallManager SCCP or SIP endpoints.

If the terminal information cannot be displayed on one screen, at the bottom of the screen, click the previous or next arrows or click a page number to move between Terminal screen pages.

The current number of terminals being used and the total number of available terminals appears at the bottom of the Terminals tab.

**NOTE:** By default, there is a predefined service that uses the prefix 6. If this conflicts with your current dial plan, you can change it using the Scheduling Settings tab in the Video Administration Configuration tool. See [Scheduling Settings Tab](#) for information on the Video Administration Configuration tool.

See the following procedures:

- [To Add a Terminal](#)
- [To Modify a Terminal](#)
- [To Delete a Terminal](#)
- [To Search for a Terminal](#)

### To Add a Terminal

1. In the Terminals tab, click **Add**.  
The Add Terminal screen appears.  
**Note:** Do not use the Default Users button. Users are configured on the Cisco Unified MeetingPlace Audio Server.
2. In the Name field, enter the name of the terminal.
3. From the Terminal Type list, select the applicable option:
  - ◆ IP(H.323)-choose this for SCCP endpoints
  - ◆ ISDN/PSTN(H.320)
  - ◆ Dual(H.320 and H.323)
  - ◆ IP(SIP)-If you select this option, in the SIP URL field, the terminal name is automatically displayed followed by the SIP server domain name and a suffix derived from the domain name of the SIP server. For example, <terminal name>@<SIP server domain name> or "user@domain\_name.com."
  - ◆ Mobile-Supports 3G or non-3G terminals
4. In the IP Phone number field, enter an E.164 IP phone number that is associated with the terminal.  
This field only appears when IP(H323) or IP(SIP) is selected in the Terminal Type field.

5. From the Registered To list, select a gatekeeper/SIP server to which you want the terminal to be registered.  
**Note:** In a multi-zone dialing plan, if the terminal is registered to a gatekeeper/SIP server that is not configured to remove prefixes, you must append the zone prefix to the E.164 number.
6. From the Location list, select the meeting room location of the terminal. If the terminal is not located in a meeting room within your organization, select **None**.
7. From the Bandwidth list, select an applicable value in Kbps. Do not use the default value of "audio."
8. From the Meeting Room list, select the meeting room in which the terminal is located.
9. If you want to receive e-mail notifications regarding terminals, check the **Notification E-Mail** check box, and then click **Browse** to select a location for the e-mail notifications.
10. If you want to change the Default Time Zone for the terminal, select a time zone from the list.
11. Click **OK**.

The new terminal appears in the list on the Terminals tab.

**Note:** When a new terminal is added to the Terminals tab, it is available to users in the Meeting Schedule section, on the Invite tab.

#### To Modify a Terminal

You can modify a terminal that appears in the list on the Terminals tab.

1. On the Terminals tab, click the name of a terminal in the list.
2. In the Modify Terminal screen that appears, complete the fields as required.

**Note:** Tabs on the Modify Terminal screen are the same as on the Add Terminal screen. For details, see the [To Add a Terminal](#).

#### To Delete a Terminal

You can delete a meeting room from the list on the Meeting Rooms tab.

1. On the Terminals tab, click the name of a terminal in the list.
2. In the Modify Terminals screen that appears, click **Delete**.

The terminal is deleted from the Meeting Rooms list.

#### To Search for a Terminal

You can search for a terminal by name or by dialing information.

1. To search for a terminal, do one of the following:
  - ◆ In the Name field, enter all or part of a terminal name, and then click **Search**.
  - ◆ To search for a terminal by number, in the Dialing Info field, enter all or part of a terminal IP

number or ISDN phone number, and then click **Search**.

**Note:** The ISDN phone number of the terminal should be include without any dashes or spaces (available only when ISDN(H320) or Dual(H320 and H323) are selected in the Terminal Type field).

**Note:** Both IP and ISDN numbers are displayed if the terminal is configured as a dual terminal.

Search results are displayed in the Terminal tab list.

## Meeting Types

**Important!** To enable proper Cisco Unified Videoconferencing MCU resource calculation, meeting types must be downloaded from the MCUs.

In Meeting Types, you can name and define the types of meetings (services) available to the organization. Meeting types include features and options for the user that are designated by the administrator. Deployment and modification of meeting types is applied across the network.

Available options for multipoint meeting types are based on the service features of the MCU. For detailed information about the services your MCU supports, see the relevant MCU manufacturer manuals.

The Meeting Types section includes the following tabs:

- **Active Meeting Types**-From the Active Meeting Types tab, you can add, deactivate, and upload meetings types. The Status column indicates if the meeting type is currently in use or designated for use in a scheduled meeting.
- **Inactive Meeting Types**-Meeting types not currently designated for use. Inactive meeting types are available for selection as active meeting types.

See the following sections:

- [Meeting Type Name Display](#)
- [Naming a Meeting Type](#)
- [Using the Active Meeting Type Tab](#)
- [Using the Inactive Meeting Types Tab](#)

### Meeting Type Name Display

The way a meeting type name is displayed provides useful information about that meeting type:

- Name followed by an asterisk (\*)-MCU meeting type, not meeting types defined by Video Administration.
- Name in bold black characters, followed by asterisk (\*)-MCU meeting type currently available to users, successfully downloaded from an MCU, or successfully uploaded to other MCUs.
- Name in bold red characters-An MCU meeting type downloaded from an MCU, modified in Video

Administration but not uploaded to an MCU, and currently not available to any users.

- Name in bold red characters, followed by asterisk (\*)-MCU meeting type downloaded from an MCU but no longer on network MCUs and not currently available to users.

## Naming a Meeting Type

Each meeting type (service) must have a unique name. If you do not assign a name to a meeting type and try to upload it, a prompt appears requesting that you name the service.

We recommend that you make meeting type names meaningful to users in the organization.

## Using the Active Meeting Type Tab

The Meeting Types section opens by default on the Active Meeting Types tab.

The first time you log in to Video Administration, no meetings appear in the Active Meeting Types tab.

Cisco MCU version 4.x and 5.x and Cisco Unified Videoconferencing 35xx contain a range of preconfigured meeting types.

### To Access Meeting Types

1. In the sidebar menu, click **Meeting Types**.

The Meeting Types screen opens on the Active Meeting Types tab.

See the following procedures:

- [To Add an Audio Plus Video Meeting Type \(Audio + Video\)](#)
- [To Add an Audio Meeting Type](#)
- [To Modify a Meeting Type](#)
- [To Upload and Download a Meeting Type](#)
- [To Resolve Meeting Type Conflicts](#)
- [To Deploy a Meeting Type](#)
- [To Add an MCU](#)
- [To Upload Meeting Types](#)
- [To Define an Audio-only Meeting Type](#)
- [To Deactivate a Meeting Type](#)
- [To Search for a Meeting Type](#)

**To Add an Audio Plus Video Meeting Type****(Audio + Video)**

Use the following procedure to define and add a new audio + video meeting type to the Available Meeting Types list.

1. On the Meeting Types tab, click **Add**.  
The Meeting Type Details screen opens.  
At the top of the screen, the Audio + Video option is selected by default.
2. In the Service Prefix field, enter a numerical service prefix for the meeting type. This prefix is appended to the meeting ID. The number of digits in the meeting type prefix affects the number of digits needed to dial in to a meeting.  
**Note:** The service prefix for multipoint services must match the service prefix of the corresponding MCU service.
3. In the Name field, enter a name for the meeting type.
4. In the Description field, enter a meaningful description of the meeting type that includes significant details for reference.
5. If the meeting type is for video conferencing, click the **Change** button next to the Max Video Layout field. In the Select Preferred Video Layout screen, select an on-screen layout for the meeting type, and then click **OK**.  
**Note:** When configuring an additional custom layout within the same service, the "Video Layout Options" menu in the Web Conferencing meeting console is grayed out until the system dials out to a video endpoint.  
The selection appears graphically beside the Max Video Layout field. The Max Video Layout default is Single Participant.
6. If the meeting type is for video conferencing, click the **Change** button next to the Initial Video Layout field. In the Select Preferred Video Layout screen, select an on-screen layout for the start of a meeting, and then click **OK**.  
The selection appears graphically beside the Initial Video Layout field. The Initial Video Layout default is Single Participant. The other option is the Max Video Layout selection.  
**Note:** When configuring an additional custom layout within the same service, the "Video Layout Options" menu in the Web Conferencing meeting console is grayed out until the system dials out to a video endpoint.
7. From the Bit Rate list, select the maximum available video bit rate in kilobytes.
  - ◆ Symmetric-If you want incoming and outgoing bit rates to be matched, check the **Symmetric** check box. Terminals receive images at the highest possible bit rate, regardless of the match rate.
  - ◆ Forced CP Symmetric-If you want to use the same bit rate for all terminals in the meeting, check the **Forced CP Symmetric** check box.
8. If you want to view the bit rate used for rate-matching, check the **Rate-Matching** check box.
9. To add T-120 data collaboration capabilities to the meeting type, check the **Enable T-20** check box.  
At least one MCU must be T-120 enabled to use this option.
10. From the Frame Rate list, select a rate (in frames per second) from the available options (7, 10, 15, 30).
11. From the Picture Format list, select a format.
12. From the Video Format list, select a format.
13. From the Audio XCoding Priority list, select the priority you require.
14. Click **OK**.



The new meeting type appears in the list on the Active Meeting Type tab.

#### To Add an Audio Meeting Type

Use the following procedure to define and add a new audio meeting type to the Available Meeting Types list.

1. On the Meeting Types tab, click **Add**.  
The Meeting Type Details screen opens.
2. At the top of the screen, select the **Audio** option.  
Available options for an audio-only meeting appear.
3. In the Service Prefix field, enter a service prefix for the meeting type. This prefix is appended to the meeting type ID. The number of digits in the meeting type prefix affects the number of digits needed to dial in to a meeting of this type.
4. In the Name field, enter a name for the meeting type.
5. In the Description field, enter a meaningful description of the meeting type that includes significant details for reference.

#### To Modify a Meeting Type

To modify meeting type (MCU service) settings, update the service parameters in the specified MCU. In the Video Administration web interface, download this meeting type from the specified MCU and then upload to all the other MCUs in the network, if there is more than one.

Do not modify meeting types that are currently in use for any meeting.

1. If the meeting you want to modify is currently active, deactivate it. For details, see the [To Deactivate a Meeting Type](#).
2. On the Active Meeting Types tab, click the name of the meeting type you want to modify.
3. In the Meeting Type Details screen, edit the fields as required. Information on the Meeting Type Details screen represents all selections and factors associated with the meeting type.
4. Click **OK**.  
On the Active Meeting Types tab, the modified meeting type appears in the list.

#### To Upload and Download a Meeting Type

1. On the Active Meeting Types tab, click **Upload**.  
When you upload a meeting type, it appears in the MCU Selection screen, in the Available MCUs list.
2. Click the arrow buttons to move MCUs from list to list as required.
3. Click **OK**.  
Video Administration checks for conflicts between a new meeting type and existing meeting types, meeting types not in use, and MCU prefixes. If there are no conflicts, Video

Administration deletes the original meeting type from the MCU and includes the modified meeting type.

4. If a conflict is found, select a definition for the meeting type in the Download Meeting Type (Services) screen.
5. To rename a meeting type, enter a new name in the Name column.
6. If you need further information about the MCU or its status, click **Detail**.
7. Click **Download** to download the meeting types to all other MCUs.

During download, Video Administration checks all MCUs for existing meeting types, updates meeting type resource factors, and then includes new and modified meeting types in the Video Administration database.

**Note:** See the [Considerations When Uploading or Downloading a Meeting Type](#) for additional information.

8. If an MCU does not support a meeting type, on the Active Meeting Types tab, select another MCU service from the list in the MCUs column.

If Video Administration finds new meeting types on a network MCU and the download is processed with no conflicts and no failures, the Download Meeting Types (Services) screen lists the new meeting types.

If meeting types are located on a network MCU and there are no conflicts or failures associated with the download, the new meeting types appear in the Download Meeting Types (Services) screen.

9. In the Use Meeting Type (Service) Definition from column, select the definition you want to use for each meeting type list.

If there are no definitions to choose from in the Download Meeting Types (Services) screen, the meeting type cannot be downloaded. In this case, you must first modify it on the MCU, and then download it.

10. In the Name column, you can rename the meeting type. By default, the meeting type is given a number for a name.
11. Click **OK**.

The Video Administration uploads the meeting type definitions to all MCUs on the MCUs Selection screen, in the Selected MCUs column.

### Considerations When Uploading or Downloading a Meeting Type

Note the following:

- If you are using the LDAP server, modified meeting types are included in the LDAP database.
- If there is an error or conflict during a meeting type download, a detailed warning message appears.
- If Video Administration detects an invalid prefix during the upload, no action is taken by Video Administration.
- If a new meeting type prefix is detected by Video Administration, you can create a new meeting type via the Download log screen. Meeting type names cannot be created by the MCU itself.
- If the MCU is registered to a non-stripping Internal Gatekeeper, the MCU service prefix must begin with the Internal Gatekeeper prefix.

### To Resolve Meeting Type Conflicts

The Meeting Types (Service) Conflicts screen displays meeting type prefix conflicts between individual MCUs and groups of MCUs, as well as conflicts between meeting types on MCUs and meeting types in Video Administration database.

The locations of meeting types with the same prefix are grouped together in a row of the Service Prefix column.

If Invalid Prefix is displayed, that indicates that the meeting type prefix on the MCU is a subset or contains a subset of another prefix already in the Video Administration system.

1. Click the **MCU** tab.
2. Click the meeting type name, and then in the Modify MCU screen, change the meeting type prefix of the MCU.
3. Click **OK**.
4. Repeat the download process from the Meeting Types screen. For details, see the [To Upload and Download a Meeting Type](#).

#### **To Deploy a Meeting Type**

When an administrator deploys a meeting type, consistency in meeting type definitions is maintained across the network.

We recommend that you create all meeting types on a Cisco MCU or a Cisco Unified Videoconferencing unit.

You can deploy more than one meeting type at the same time.

1. In Meeting Types, on the Active Meeting Types tab, check the check box next to the meeting type that you want to deploy.
2. Click **Download**.  
If appropriate MCUs are registered and online, the meeting type is downloaded to Video Administration.
3. On the Active Meeting Types tab, select the same meeting type from the list, and then click **Upload**.  
The MCU Selection screen appears.
4. By using the arrow buttons, select the MCUs for this meeting type from the Available MCUs list, and move them to the Selected MCUs list.
5. Click **OK**.  
If there are no conflicts, the meeting type is uploaded to and synchronized with all other MCUs.  
If a meeting type is not supported by the MCU, any meeting type on that MCU with the same prefix as the unsupported meeting type is deleted.  
**Note:** For details about meeting type conflicts, see the [To Resolve Meeting Type Conflicts](#).

**To Add an MCU**

1. In the Resource Management screen, on the MCU tab, click **Add**.
2. In the New MCU screen, complete the details and then click **OK**.
  - Note:** Do not interrupt the synchronization process.
3. If this is the first MCU you are adding to the network, manually synchronize the meeting types of this MCU.
4. To increase the number of T.120 ports per meeting type, in the Modify Meeting Type screen, increase the T.120 ports allocated to the MCU for this meeting type.
5. Click **OK** to update the meeting types.

**To Upload Meeting Types**

1. In Meeting Types, on the Active Meeting Types tab, select all meeting types that you want to update, then select **Upload** to display them in the MCU Selection screen.
2. Verify that the meeting type in the upper left section of the screen is the meeting type that you want upload.
3. In the Available MCUs section, we recommend that you select all available MCUs for uploading.
4. To include MCUs in the Selected MCUs list, click the **Right Arrow**.
  - All of the meeting types to be uploaded appear in the list.
5. Click **OK**.
  - The meeting types are uploaded to the available MCUs. When the upload is complete, the files are updated and the Upload Log displays any failed uploads or deletions.

**To Define an Audio-only Meeting Type**

You can create a meeting type for multipoint audio and for multipoint audio-video. This procedure defines an audio-only meeting type.

1. In the Meeting Type Detail screen, select **Audio Only**.
  - Caution!** Meeting type prefixes must be unique. A meeting type prefix cannot conflict with other prefixes already present in Video Administration or on network MCUs. In addition, a meeting type prefix cannot contain another meeting type prefix. For example, if a meeting type prefix "123" is defined, there can be no meeting types "1" or "12." Similarly, if a meeting type "1" is created, there can be no meeting types "12" or "123." For more information, refer to your MCU documentation.
  - Caution!** MCU service prefixes must not begin with the same digits as the gatekeeper prefix for gatekeepers which are configured to remove prefixes.

**To Deactivate a Meeting Type**

If a specific meeting type is no longer available or desirable, it can be deactivated.

1. Check the check box in front of the meeting type name.

2. Click **Deactivate**.

Users will no longer have access to this meeting type when scheduling a meeting. To avoid affecting any in-session or upcoming meetings scheduled with this meeting type, the relevant meeting type will move to the Inactive Meeting Types tab.

**To Search for a Meeting Type**

1. In the Name box, enter the name or part of the name of the meeting type for which you are searching.

2. Click **Search**.

Meeting types that are found appear in list.

## Using the Inactive Meeting Types Tab

In the Meeting Types section, click the Inactive Meeting Types tab to view a list of inactive meeting types. From this tab, you can view inactive meeting type details or delete obsolete meeting types.

The following information is displayed on the Inactive Meeting Types tab:

- Name-Name of the specified meeting type.
- Description-Description of the specified meeting group.
- Prefix-Meeting type prefix for multipoint services.
- In Use-Status of the meeting type. "Yes" appears if the meeting type is in use by an in-session meeting or for an upcoming meeting. "No" appears if this meeting type is not assigned to an in-session meeting or for an upcoming meeting.

**To Delete a Inactive Meeting Type**

If the In Use setting indicates that the specified meeting type is not being used by any upcoming or in-session meetings, you can delete the meeting type.

1. On the Inactive Meeting Types tab, from the list, select one or more meeting types.

2. Click **Clear Obsolete** to delete these meeting types from Video Administration and from the MCU(s).