

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

Meeting scheduling parameters control the meeting schedules at your location. The settings, as shown in [Table: Scheduling Parameters](#), determine how many of the conference ports on your system can be reserved for meetings at one time.

To set these parameters, see [Deploying and Using MeetingTime](#)

**Table: Scheduling Parameters**

| Field                    | Description   | Choices and Recommendations   |
|--------------------------|---|---|
| Max meeting length (min) | Maximum number of minutes for a meeting. The system will not allow people to schedule a meeting for longer than this amount of time.  | Numeric-15 to 1440<br><br>Consider the length of typical meetings for your company and users. |
| Max ports per meeting    | <p>How many meeting ports can be reserved for an individual meeting. The system restricts the maximum number of ports that can be reserved when a meeting is being scheduled.</p> <p>After a meeting has started, the number of participants scheduled for a meeting cannot be altered. Cisco Unified MeetingPlace allows additional callers to join a meeting in progress, however, if ports are available on the system:</p> <ul style="list-style-type: none"> <li>• If the total number of ports in the meeting is equal to the value for the "Max ports per meeting" parameter, the system returns an error stating that the maximum ports per meeting has been exceeded.</li> <li>• If the total number of ports in the meeting is less than the value for the "Max ports per meeting" parameter, when an additional participant tries to join the meeting, the system tries to reserve a regular meeting port. If no regular meeting ports are available, the system tries to reserve a floater port. If no floater ports are available, the system returns an error stating that no ports are available.</li> </ul> | Minimum 0. Maximum cannot exceed the number of conference ports purchased for your system.    |

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|                                | <ul style="list-style-type: none"> <li>If the total number of ports in the meeting is greater than or equal to the value for the "Max ports per meeting" parameter, the system tries to reserve a floater port. If no floater ports are available, the system returns an error stating that no ports are available.</li> </ul> |  |
| Minimum mtg ID length          | <p>Minimum number of characters in a meeting ID.</p> <p>When 4 or less, all meeting ID numbers generated by the system are four or more digits.</p>  | Numeric-1 to 9   |
| Max adv days to schedule       | How far in advance people may schedule meetings.   | <p>Numeric-1 to 330</p> <p>We recommend 330, to accommodate recurring meetings during a full year.</p>   |
| Max agenda recd (sec)          | <p>Maximum length (in seconds) of a recorded agenda.</p> <p>Users cannot record an agenda longer than this time.</p>   | Numeric-12 to 600  |
| Max mtg name recd (sec)        | Maximum length (in seconds) of a meeting name.   | Numeric-0 to 24  |
| Max user name recd (sec)       | Maximum length (in seconds) of a user name.  | Numeric-4 to 24  |
| Days until mtg stats purged    | Number of days historical meeting data is stored on the system.  | Numeric-0 to 365   |
| Default meeting type           | Default for the meeting type.  | All Speaker, Lecture   |
| Enable resched recurrng mtgs   | <p>Whether users may reschedule recurring meetings by using MeetingTime or Cisco Unified MeetingPlace Web Conferencing.</p> <p>If this is set to "No", you cannot schedule recurring meetings using the "Monthly by Day of Week" option.</p>   | Yes, No  |
| # of ports to schedule         | Default for the number of participants (locations) for immediate meetings.   | Minimum 0. Maximum cannot exceed number of conference ports purchased for your system.   |
| Length of mtg (min)            | Default length (in minutes) of immediate meetings.   | Numeric-2 to 1440  |
| Default # of ports to schedule | Default number of video ports that will be scheduled for each conference.  | <p>Numeric-0 to 550</p> <p>Maximum cannot exceed number of conference ports in your system.</p> <p>When scheduling, the real maximum is limited by the</p> |

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|  |   | number of actual video ports displayed in the server configuration.  |
| Max ports per meeting                      | Maximum number of video ports that can be scheduled for a conference.   | Numeric-0 to 550   |
| Block all video dial-in to meeting         | Whether Cisco Unified MeetingPlace blocks video endpoints from dialing in.  | Yes, No  |
| Prioritize local MCU                       | The prioritization level for the local MCUs.  | Local, Delay, Bandwidth  |
| Outdial all video term at mts start        | Whether Cisco Unified MeetingPlace blast outdials the invited video participants.   | Yes, No  |
| Admit unresolved PSTN/ISDN calls           | Whether Cisco Unified MeetingPlace allows video endpoints without user profiles to dial in.<br><br>This value affects only PSTN/ISDN calls. IP calls are not affected by this value.  | Yes, No  |
| Sched only if all video term are available | Whether Cisco Unified MeetingPlace requires that all video participants be available before the conference can be scheduled.  | Yes, No  |
| Video service code                         | Specifies the default video service code to be used for meetings  | ASCII text<br><br>Typically, the video service codes are downloaded from the Service Prefixes configured in the Cisco Unified Videoconferencing MCUs |
| Mtg start guard time (min)                 | Number of minutes in advance of the requested meeting start time that ports are reserved for the meeting. The system adds this advance time to the requested start time.<br><br>This value applies to "zero-port" meetings and standard voice/web conferences. This parameter does not apply to reservationless meetings. | Numeric-0 to 1440<br><br>We recommend 0, because most users schedule extra time into their meeting.  |
| Mtg end guard time (min)                   | Number of minutes after the scheduled meeting end time that ports remain reserved. The system adds this post meeting time to the reserved end time of the meeting.<br><br>This value applies to "zero-port" meetings and standard voice/web conferences. This parameter does not apply to reservationless meetings.       | Numeric-0 to 1440<br><br>We recommend 0 to ensure meetings are scheduled back to back.   |
| Mtg ID start guard time (min)              | Number of minutes before a meeting that the associated meeting ID or DID/DDI number is reserved. This and Mtg ID End Guard Time controls when meeting IDs are available for reuse and when the system recognizes a  | Numeric-0 to 1440<br><br>We recommend 30.  |

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|                              |  |  |
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|                              | <p>meeting ID.</p> <p>This value applies to "zero-port" meetings and standard voice/web conferences. This parameter does not apply to reservationless meetings.</p>  |  |
| Mtg ID end guard time (min)  | <p>Number of minutes after a meeting that the associated meeting ID or DID/DDI number is reserved and when the system recognizes a meeting ID.</p> <p>This value applies to "zero-port" meetings and standard voice/web conferences. This parameter does not apply to reservationless meetings.</p>  | <p>Numeric-0 to 1440</p> <p>We recommend 30.</p>         |
| Extend meeting (min)         | <p>Time (in minutes) a meeting is extended if time runs over and ports are available. Callers receive a warning notifying them the meeting will end. Meeting continues to extend as long as ports are available.</p> <p>This value applies to "zero-port" meetings and standard voice/web conferences. This parameter does not apply to reservationless meetings.</p>  | <p>Numeric-0 to 60</p> <p>We recommend 15.</p>           |
| Early mtg start (min)        | <p>Maximum time before the scheduled start of either a voice or independent web conference that early arrivals can enter the meeting. This time is added to the Mtg Start Guard Time.</p> <p>This parameter is not used for reservationless meetings.</p> <p>For video conferences, this value must match the value on the Video Administration for Cisco Unified MeetingPlace server.</p>   | <p>Numeric-0 to 60</p> <p>We recommend 15.</p>           |
| Disconnect empty port (min)  | <p>Number of minutes after the scheduled start time that ports are held after everyone hangs up, even when the scheduled meeting time is not over. This time accounts for longer meetings when people break and return to the meeting. This time also applies if no one comes to the meeting.</p> <p>For "zero-port" meetings, this parameter applies only when one person remains on the web conference. This parameter is not used for reservationless meetings.</p> | <p>Numeric-0 to 30</p> <p>We recommend 15 or higher.</p> |
| Early mtg release time (min) | <p>Number of minutes before the scheduled end of a meeting that ports are released if no ports are in use for that meeting.</p>  | <p>Numeric-0 to 30</p> <p>We recommend 15.</p>           |

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|                              |   |  |
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|                              | <p>When the Cisco Unified MeetingPlace Video Administration is used, it must have the same setting.</p> <p>For "zero-port" meetings, this parameter applies only when one person remains on the web conference.</p>   |  |
| Mtg controls device          | <p>Whether the meeting is the controller of the autoanswer device.</p> <p>When Yes, the autoanswer device is owned by the meeting. When No, the autoanswer device is owned by the scheduler of the blast outdial meeting or the user manually outdialing the autoanswer device.</p>   | Yes, No  |
| Connected until mtg ends     | <p>Whether the system disconnects the autoanswer device after the last participant leaves the meeting.</p> <ul style="list-style-type: none"> <li>• When Meeting Controls Device is No, this parameter disconnects all autoanswer devices when the owner leaves the meeting.</li> <li>• When Meeting Controls Device is Yes and this parameter is <i>No</i>, the system disconnects all autoanswer devices as soon as the last non-autoanswer device leaves the meeting.</li> <li>• When Meeting Controls Device is Yes and this parameter is <i>Yes</i>, the system disconnects all autoanswer devices when the meeting is scheduled to end.</li> </ul> <p>A meeting ends when the Disconnect Empty Port Time (DEPT) or Early Release Time (ERT) criteria is met.</p> <p>Meetings with only autoanswer devices in attendance are not extended.</p> | Yes, No  |
| FF/RR playback incrmt (sec)  | Number of seconds that the system fast forwards or rewinds when users listen to meeting recordings over the phone.  | Numeric-0 to 3600  |
| Max mtg recdg length (min)   | Maximum recording time in minutes allowed per conference.   | <p>Numeric-0 to 1400</p> <p>We recommend setting the same as maximum meeting length parameter.</p> |
| Max mtg message length (sec) | Maximum length (in seconds) of a single meeting message.  | Numeric-15 to 1800   |
| Max voice comment (sec)      | Maximum length of a voice comment in seconds.   | Numeric-15 to 1800   |
| Warning at end of recdg?     | Whether attendees hear a warning telling them the meeting recording is about to end. When No, callers   | Yes, No  |

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|                                   |   |   |
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|                                   | still hear a two-minute warning.  |   |
| # of days to retain               | Number of days after a meeting for which recordings are stored.   | Numeric-0 to 60                                   |
| End of mtg warning (min)          | Number of minutes before the scheduled end of a meeting to issue a warning.   | Numeric-0 to 15                                   |
| Speak mtg access num?             | When scheduling, whether users hear a message informing them of the meeting access number required to attend their meeting.<br><br>When No, users hear only the message if a meeting cannot be scheduled on the user's home server.   | Read-Only   |
| Initiate                          | When the system initiates a server-to-server connection for a multiserver meeting.  | When first person enters, At scheduled start time |
| Terminate                         | When the system terminates a server-to-server connection for a multiserver meeting.   | When last person leaves, When meeting ends        |
| Automatic multi-svr mtgs          | Whether users have access to automatic multiserver meetings.  | Read-Only   |
| Max team voice name (sec)         | Maximum length (in seconds) of team name.   | Numeric-0 to 24                                   |
| Min team number length            | Minimum number of characters in a team number.  | Numeric-1 to 19                                   |
| After # no-show recurring mtgs    | Number of no-show recurring meetings allowed before a notification e-mail is sent to the meeting scheduler.   | Numeric-0 to 100                                  |
| Periods before recurring mtg ends | When, before the end of a recurring meeting chain, an end meeting notification e-mail is sent to the meeting scheduler.<br><br>(If the value of this parameter is equal to or greater than the number of meetings in the recurring meeting chain, no notification is sent.) | Numeric-0 to 100                                  |