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## Accessing MeetingTime

To access MeetingTime, you need to know the following information:

- **Your Cisco Unified MeetingPlace user ID and password** . This information allows you to access the system over the LAN or WAN. The Cisco Unified MeetingPlace user ID and password are different from the profile number and password used for accessing Cisco Unified MeetingPlace with a touch-tone phone.
- **The Cisco Unified MeetingPlace address.** The hostname or IP address of your Cisco Unified MeetingPlace 8106 or 8112 server. You should have assigned a hostname for your Cisco Unified MeetingPlace server during the installation process.

**Tip:** System administrators usually assign Cisco Unified MeetingPlace user IDs to match e-mail or network user names.

**To Access MeetingTime**

1. Install MeetingTime on your computer. (For detailed instructions, see [Deploying and Using MeetingTime](#).)

**NOTE:** Do not install MeetingTime on a Web Server due to performance constraints and CSA restrictions.

2. Double-click the MeetingTime icon to open the MeetingTime login window.
3. In the login dialog box, enter your Cisco Unified MeetingPlace user ID, password, and server address.

**Note:** The user ID and password are case sensitive.

**Note:** The first time that you install and access MeetingTime on a new Cisco Unified MeetingPlace Audio Server, you must use the user ID of "technician" and the Password of the Day (POD), which is provided by Cisco TAC. After you log in as the technician using the POD, create an account for yourself as a System Administrator.

4. Press **Enter** to display the reception area window.
5. To use system administration functions, choose from the Administration menu.  
Or, click the book in the reception area window, and then click a tab for the administration function you want to use.  
For descriptions of each function, see the [Using System Administrator Functions in MeetingTime](#) and the sections that follow.

**Editing and Storing MeetingTime Settings****To Edit and Store MeetingTime Settings**

1. Start MeetingTime.
2. Choose **Options** menu > **Edit Settings** .
3. In the MeetingTime Settings dialog box, choose the options you want.

**Table: Table A-1 Installing MeetingTime Options**

<b>Option</b>	<b>Description</b>
Remember login information	<p>Using MeetingTime requires users to enter their login information, including their user ID, password, and Cisco Unified MeetingPlace host name. As a productivity enhancement, users can store all or part of the required login information.</p> <p>If users store a valid user ID, password, and host name in the system, they are placed in the reception room when they launch MeetingTime.</p> <p><b>Caution!</b> For security reasons, store only the user ID and host name in the Settings dialog box, Users can then log in by entering only their password.</p>
Show public meetings	<p>Users can choose whether they want their meetings displayed to all users. To do this, select the <b>Schedule</b> tab, for <b>Display meeting to everyone</b> , choose <b>Yes</b> .</p>

	Also, end users can choose to show public meetings in the register and on the whiteboard from the MeetingTime Settings screen.
Demonstration mode	<p>For training or demonstration purposes, users can select <b>Demonstration Mode</b> to view MeetingTime.</p> <p>When you choose this option, you see a message telling you that example data and false connections will be used the next time MeetingTime is started. Continue or cancel the selection.</p>
Minutes for report results	<p>When generating a report from the Report tab, you may query the server for a specific date range. Depending on the size of your Cisco Unified MeetingPlace system, a report may take up to several minutes to generate.</p> <p>To ensure the system does not time out before the results are returned from the server, you may specify how many minutes to wait for the results.</p>
Enable polling for active meetings	<p>Check this box if you want the system to check for active meetings every 60 seconds.</p> <p>This feature is used to determine if a continuous meeting currently has any participants. Continuous meetings with participants are shown in bold on the In Session tab. See <a href="#">Using the In Session Tab</a>.</p>
<p>Enable Logging</p> <p><i>NOTE: This option is only available in Cisco Unified MeetingPlace Release 6.0 Maintenance Release 5 (MR 5) and later.</i></p>	<p>Check this checkbox to enable logging.</p> <p><b>NOTE:</b> Only enable logging if Cisco TAC requests you to, because logging can impact system performance.</p> <p>The log file is called mtlog.txt and can be found in the MeetingTime installation folder. The file can grow to 20 MB, and then the system moves the data to a file called mtlog.txt.old. The system then starts a new log file.</p>

4. To apply the settings, click **Save** .

5. Exit and restart MeetingTime.

## Adding and Deleting Records in an Object Form

**Table: Table A-2 Adding and Deleting Records in Object Form**

To	Do This
Add records	For many Object forms, such as user group, user profile, port group, and port, you can add new objects of that type. To create a new record, click <b>New</b> at the bottom of the tab. (The New button is disabled when you are in a Parameter form.)
Delete records	Click the <b>Delete</b> button. The information is removed from the screen and the record is permanently deleted from the database. (The Delete button is disabled when you are in a

Parameter form.)

**Note:** When users leave your organization, you might not want to delete their user profiles. If you do, historical report information that may refer to that user may no longer make sense. Instead, keep the profile and deactivate it. For information about deactivating users, see the [To Deactivate Single User Profiles or Groups](#), and the [To Deactivate Multiple Profiles](#).

## Searching for Meetings in MeetingTime

You can use the following methods to search for meetings in MeetingTime.

- For meetings that are finished, look in the Review tab.
- For meetings that are ready to join (including continuous meetings), look in the Attend tab or the In Session tab.
- For meetings that are in the future, look in the Schedule tab. Meetings that have just begun might continue to display in the Schedule tab for a few more minutes.

**Note:** Because continuous meetings are not considered to be future meetings, they do not display in the Schedule tab. Use another method to search for continuous meetings. (For more information about continuous meetings, see the [About Meeting Types](#) and the [About Continuous Meetings](#).)

## Using System Administrator Functions in MeetingTime

When you click the book in the reception area, the Register Book opens with the Configure tab displayed (with system manager access).

The tabs in the Register Book allow access to MeetingTime functional areas. Because you log in to Cisco Unified MeetingPlace as a system administrator, MeetingTime displays some tabs that are not available to other user classes (end users, contacts, or attendants).

**Table: Table A-3 System Administrator Functions**

Tab	Use To
Configure	Manually create or modify user profiles, change system parameters, or set up custom database fields (flex fields). For more information, see the <a href="#">Using the Configure Tab</a> .
Report	Track system usage or bill your user community. You can also use the Report tab to generate standard reports or export raw data to other applications. For more information, see the <a href="#">Using the Report Tab</a> .
System	Execute actions, such as profile imports, backups, and shutdowns. The System tab also enables you to interact with system internals, such as the alarm table, the list of locked profiles, the disk usage statistics, Flex Menus, and the notification queue. For more information, see the <a href="#">Using the System Tab</a> .

Capacity Mgmt	Monitor the usage and manage the capacity of your Cisco Unified MeetingPlace system. From this tab you can display charts that will help you determine the appropriate times to upgrade your system. For more information, see <a href="#">To Use the Capacity Management Tab</a> .
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You can access any system management tab directly from the MeetingTime reception room using the Administration menu.

## Using the Configure Tab

In the Configure tab you enter system parameters and object tracking options in a series of form-like screens. The Views list displays the various forms you can fill out. To select a particular form, click a form name on the left side. (The labels in all uppercase letters are descriptive headings and do not represent forms.)

The right side of the screen displays the form selected in the Views list. In the Configure tab, MeetingTime does not automatically populate the forms. This enables you to browse for the form you need without querying Cisco Unified MeetingPlace for the information.

The Configure tab uses two different kinds of forms:

- **Parameter forms.** Use these forms to set up system parameters, such as Telephony Access, Usage Parameters, Scheduling Parameters, and NS Site Configuration.
- **Object forms.** Use these forms to set up objects that Cisco Unified MeetingPlace tracks. Objects include User Profiles, User Groups, Ports, Port Groups, System Options, Time Zone Import Codes, and Flex Fields.

The difference between the way these form types behave is that Object forms display only one of many records at a time. For example, the User Profiles form displays only one profile at a time even when many profiles are defined.

### To View Form Field Values

1. In the Configure tab, for Views, click a form name.
 

**Note:** Do not select a topic heading, indicated by all uppercase letters. These are for descriptive purposes only.
2. Click the **Query** button.
 

Use the scroll bars on the right side if necessary. You can also resize the Register Book. To scroll through multiple records in an Object form, click the left arrow (<) and right arrow (>) buttons at the bottom of the tab. These buttons are disabled when in a Parameter form.

For quick access to a particular user group or user profile, click the Find Records (magnifying glass) button. Search criteria is case sensitive. (For more information about finding records, see the [About Searching for Users, Groups, and Teams](#).)

### To Edit Values in a Form

1. Select the desired form and display its values.  
For an Object form, ensure that you are looking at the correct record.
2. Select the field to change and click its current value.
3. In the edit box that displays, change the current value to the new value, then click **OK** .
4. Repeat [Step 2](#) and [Step 3](#) for all fields in the form.
5. Click **Save Changes** to commit your changes.

## Using the Report Tab

In the Report tab, you run system reports or export raw data for creating reports. The Report Type list displays the types of reports available to be run. The Report Attributes list displays the attributes of the selected report, such as the output destination (screen, file, or printer) and date range. Clicking the Generate Report button at the bottom of the tab submits the reporting job to the server.

For details about running reports from the Report tab, see the [To Generate Reports from the Report Tab](#).

## Using the In Session Tab

The In Session tab displays meetings that are currently in session, including the meeting ID, name, and scheduler. To see additional details about a meeting (for example, who is attending and which attendees are currently in breakout sessions), select the meeting in the left-most window.

The In Session tab shows meeting IDs and meeting names in the initial list of meetings that are in session. The scheduler's name displays when a meeting is selected or when a new meeting comes in session. This feature allows MeetingTime to display in-session meetings significantly faster.

If you have enabled polling (see [To Edit and Store MeetingTime Settings](#)) the system displays continuous meetings that currently have participants in bold.

To disable this feature, the registry setting:

```
HKEY_CURRENT_USER\Software\Latitude\MeetingTime\settings\ShowInSessionSchedNames
```

must be changed from 0 to 1. If this registry setting does not exist, MeetingTime behaves as if ShowInSessionSchedNames is set to 0.

## Using the System Tab

In the System tab, you execute actions on the server or interact with system internals. The Actions list displays the actions available. The Attributes list displays the attributes of the selected action.

Actions include System Shutdown, Import User Profiles and Group Profiles, Import Teams, Import Meetings, Database Backup, Manage and Import Flex Menus, and Help Desk Privileges for attendants. All actions have certain run-time parameters listed on the right side that you must fill out before executing the action.

#### To Use the System Tab

1. In the MeetingTime System tab, for Actions, choose an action.  
Attributes and their values populate the Attributes list.
2. For Attributes, edit the necessary parameters.
3. Click **Execute** .

### Working With System Internals

System internals include Alarm Tables, Disk Usage Statistics, Locked Profiles, Notification Queue, and PC Connections. The system internals have their own associated windows to view and manipulate the associated objects.

#### To Change System Internals

1. In the MeetingTime System tab, choose a system internal.
2. Click **Execute** .  
The Server Notification Status dialog box displays.
3. Click the button for the action you want to take.

#### To Use the Capacity Management Tab

The Capacity Management tab contains tools for managing the capacity and monitoring the usage of your Cisco Unified MeetingPlace system. The Capacity Management Tools list displays each capacity management tool, and the Tool Attributes list displays the attributes for each tool.

1. Log in to MeetingTime, and select the **Capacity Mgmt** tab.
2. For Capacity Management Tools, choose a daily analysis tool or monthly trending tool.
3. For Tool Attributes, set attributes for the tool.
4. Click **Execute** .

For more information about capacity management tools, see the [About Managing Capacity](#).