

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

- [Scheduling Multiserver Meetings](#)
- [Scheduling Multiserver Meetings with Video Conferencing](#)
- [Inviting Participants and Attaching Documents](#)
- [Using MeetingTime to Schedule Multiserver Meetings](#)
- [Cancelling or Changing Details of Multiserver Meetings](#)
- [Multiserver Meeting Features](#)
- [Using the Outdial Feature to Add Servers](#)
- [Using Web Conferencing in Multiserver Meetings](#)

## Contents

- [1 Scheduling Multiserver Meetings](#)
  - ◆ [1.1 Figure: Supported Setup for a Multiserver Meeting](#)
- [2 Scheduling Multiserver Meetings with Video Conferencing](#)
  - ◆ [2.1 Figure: Multiserver Meeting with Video Conferencing](#)
- [3 Inviting Participants and Attaching Documents](#)
- [4 Using MeetingTime to Schedule Multiserver Meetings](#)
  - ◆ [4.1 To Schedule a Meeting on the Secondary Cisco Unified MeetingPlace Server](#)
  - ◆ [4.2 To Schedule a Meeting on the Primary Server](#)
- [5 Cancelling or Changing Details of Multiserver Meetings](#)
  - ◆ [5.1 To Cancel or Change Details of a Multiserver Meeting](#)
- [6 Multiserver Meeting Features](#)
  - ◆ [6.1 Table: Multiserver Meeting Features](#)
- [7 Using the Outdial Feature to Add Servers](#)
  - ◆ [7.1 To Use the Outdial Feature to Add Servers](#)
- [8 Using Web Conferencing in Multiserver Meetings](#)

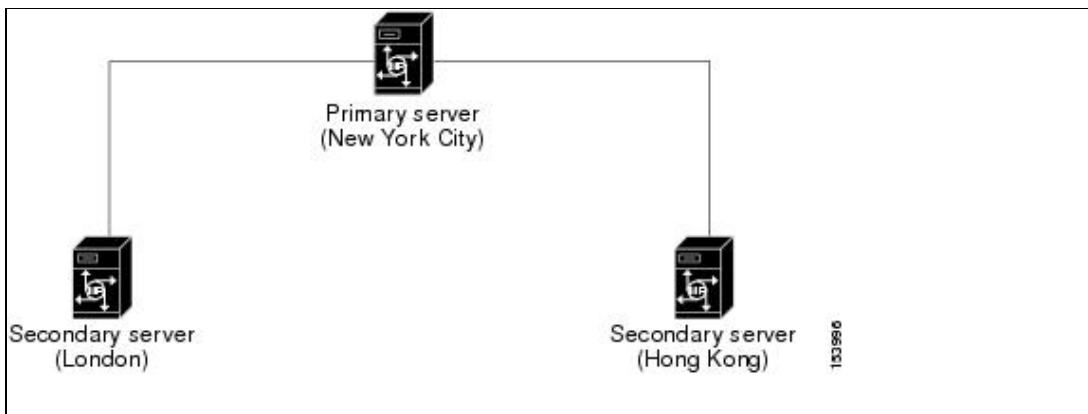
## Scheduling Multiserver Meetings

When setting up a multiserver meeting, you need to schedule individual meetings on each Cisco Unified MeetingPlace server and specify which systems are responsible for connecting all the servers. The server responsible for this connection is the primary server.

At the start of the meeting, the primary server places a call to the secondary servers. The secondary servers then add the primary server to the meeting just as they would any participant who dialed into their system. The primary server communicates information to the secondary servers by using DTMF signaling over the phone connection.

For example, to schedule a meeting between New York City, London, and Hong Kong, set up one meeting on each server. These three separate meetings then connect into one multiserver meeting as soon as the primary server establishes a connection with the other servers. If the New York City server is the primary server, the connections look like [Figure: Supported Setup for a Multiserver Meeting](#).

**Figure: Supported Setup for a Multiserver Meeting**



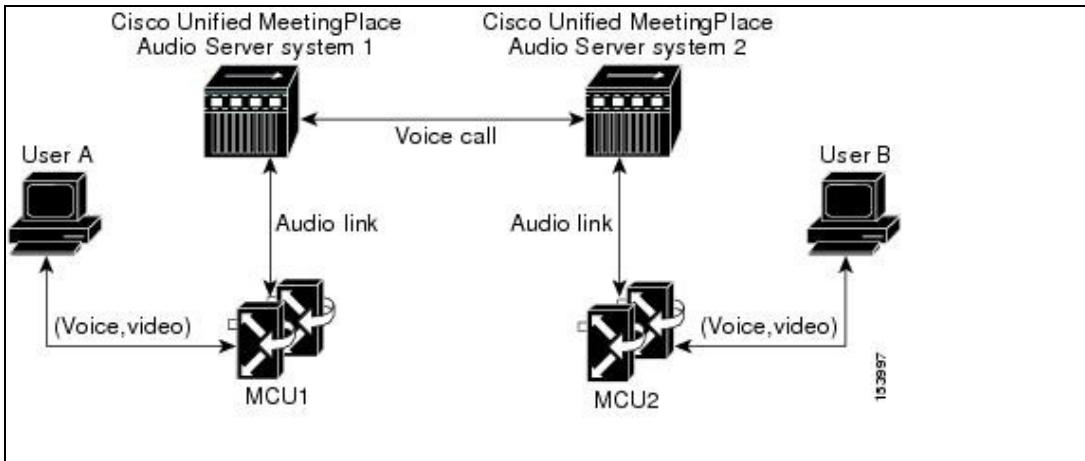
Before scheduling a multiserver meeting, we recommend that you write down which servers are involved in the meeting and which server you want as the primary server.

## Scheduling Multiserver Meetings with Video Conferencing

Video participants can join a multiserver meeting and communicate with other participants using other Cisco Unified MeetingPlace 8106 or 8112 servers through the audio (or voice) links. If both servers also have a Cisco Unified Videoconferencing Multipoint Control Unit (MCU) attached and video participants join the same multiserver meeting from different Cisco Unified Videoconferencing MCU units, the participants from each Cisco Unified Videoconferencing MCU can hear each other through the audio links. However, because there are two separate video conferences being hosted on each Cisco Unified Videoconferencing MCU, the video participants from both conferences cannot see each other.

For example, a multiserver meeting is in session between server 1 and server 2. Each server has MCU units. If User A joins the video conference on the MCU1 unit(s) and User B joins the video conference on the MCU2 unit(s), User A and User B can hear each other through audio links. However, they cannot see each other from their video endpoints.

[Figure: Multiserver Meeting with Video Conferencing](#) illustrates the communication path of the video participants in the multiserver meeting.

**Figure: Multiserver Meeting with Video Conferencing**

## Inviting Participants and Attaching Documents

Because you schedule more than one Cisco Unified MeetingPlace server, special considerations need to be made when inviting participants and attaching documents.

When inviting participants to a multiserver meeting, each server is responsible for sending out its own notifications. In the previous example, the New York City server sends out notifications for participants that were invited to join the meeting on that server. Although the New York City server is the primary server, it is not responsible for sending out notifications for the Hong Kong and London servers.

When attaching documents to a multiserver meeting, remember to attach the same document to each server involved in the meeting. For example, if you attach a document to the London and New York City servers but forget to attach it to the Hong Kong server, the participants on the Hong Kong server cannot access the attachment.

## Using MeetingTime to Schedule Multiserver Meetings

When scheduling a multiserver meeting using MeetingTime, do not assign more than one primary server to the meeting.

Before you begin, make sure the following are true:

- Your user profile exists on all the Cisco Unified MeetingPlace servers that are involved in the multiserver meeting
- You have multiserver scheduling privileges on each profile

Do the following procedures, in the order presented:

- [To Schedule a Meeting on the Secondary Cisco Unified MeetingPlace Server](#)
- [To Schedule a Meeting on the Primary Server](#)

#### To Schedule a Meeting on the Secondary Cisco Unified MeetingPlace Server

1. In MeetingTime, log in to the secondary server (the one to receive a call from the primary server).
2. Select the **Schedule** tab, and fill in the meeting details. Add any necessary attachments.  
Make note of the meeting ID, because you will use this same number when you schedule the other servers.
3. For the # of Calling Sites parameter, be sure to include the primary server in this number.  
For example, if three people from different locations will call into this server, make this number 4 .
4. If you do not want to invite participants to this meeting, click the **Schedule Meeting** button and skip to [Step 9](#). To invite participants, choose the Participants option and continue with [Step 5](#).
5. Select a participant who will connect to this secondary server, and click **Add** . Continue selecting and adding all participants who will connect to this server.  
For example, if you schedule a New York City to London meeting in which London is the secondary server, add only the participants who will call into the London server. Do not add the participants who will call into the New York City server.
6. From the drop-down list, choose **Receive Call from a MeetingPlace Server** .  
If you do not see this option, change your user profile to let you schedule multiserver meetings. To change your user profile, see the [Allowing Users to Schedule Multiserver Meetings](#).
7. For Server Name, choose the primary server and click **Add** .
8. When you have added all participants and the primary server to the meeting, click **Schedule Meeting** .
9. If any other secondary servers need to be scheduled, log in to those servers and repeat [Step 2](#) through [Step 8](#).

#### To Schedule a Meeting on the Primary Server

1. Log in to the Cisco Unified MeetingPlace Audio Server system that will be the primary server.
2. In the MeetingTime Schedule tab, fill in the meeting details.  
Be sure to use the same meeting ID, date, and start time used when scheduling the secondary servers, and add any attachments if necessary.
3. In the # of Calling Sites parameter, include the number of secondary servers that will be involved in the meeting.  
For example, if three people from different locations will call into this primary server and you have scheduled two secondary servers, make this value 5 .
4. Choose the **Participants** option.
5. If you want to invite any participants to this primary server, add them to the meeting.
6. From the drop-down list, choose **Place Call to a MeetingPlace Server** .  
If you do not see this option, change your user profile to let you schedule multiserver meetings. To change your user profile, see the [Allowing Users to Schedule Multiserver Meetings](#).
7. For Server Name, choose the name of the secondary server that you scheduled in the [To Schedule a Meeting on the Secondary Cisco Unified MeetingPlace Server](#).
8. Verify that the meeting ID is the same one you used when scheduling the secondary server, then click **Add** .

If you scheduled more than one secondary server, be sure to add each one to the meeting.

9. When you have added all participants and the secondary servers to the meeting, click **Schedule Meeting**.

## Canceling or Changing Details of Multiserver Meetings

To cancel or make changes to a multiserver meeting that has already been scheduled, you can use MeetingTime to reschedule or delete these meetings. However, the changes you make affect only the meeting on the server you are logged into. If you need to make changes that affect the entire multiserver meeting, you must reschedule or delete the meetings on the other Cisco Unified MeetingPlace servers.

### To Cancel or Change Details of a Multiserver Meeting

1. Log in to the Cisco Unified MeetingPlace server that contains the meeting you want to change.
2. In the MeetingTime Schedule tab, select the meeting you want to change.  
If you do not see the meeting listed, use the **Look for Meeting ID** field to search for the meeting.
3. Make the changes to the meeting.  
To cancel the entire multiserver meeting, click **Cancel Meeting** and then log in to the other servers to delete the other meetings.
4. Click **Save Changes**.  
Only the meeting on the server you are logged into is updated. If you have rescheduled the time or date of the meeting, make sure you update the meetings on the other servers as well.
5. To make the same changes on the other Cisco Unified MeetingPlace servers, repeat [Step 1](#) through [Step 4](#).

## Multiserver Meeting Features

The same Cisco Unified MeetingPlace features used in a single server meeting can be used in a multiserver environment. Some of these features, however, do not carry their function across all servers involved in the multiserver meeting.

[Table: Multiserver Meeting Features](#) describes the features that participants can use when attending a multiserver meeting.

**Table: Multiserver Meeting Features**

Feature	Multiserver Meeting Function
Roll call	Announces the names of the participants connected on the same server. Roll call does not announce the names of participants connected to another Cisco Unified MeetingPlace server.
Record meeting	Records the entire multiserver meeting and stores the recording on the server that requested the recording. As soon as a participant activates the recording feature, a prompt

	informs all participants that the meeting is being recorded. If participants want the meeting recording to be stored on all servers involved in the meeting, someone from each server must initiate the recording.
Web Conferencing	Allows a document to be shared and collaborated over the entire multiserver meeting as long as there are ports available on the primary server that initiated the web conference. For more information, see the <a href="#">Using Web Conferencing in Multiserver Meetings</a> .
Lock meeting	Allows participants to lock the meeting on the server they are connected to. This feature does not lock the entire multiserver meeting unless one person on each server performs this function.
Meeting message	Announces voice messages to all multiserver meeting participants.
Breakout session	Allows participants connected to the same server to form subgroups by breaking off from the main meeting. This feature does not support participants on different servers to go into the same breakout session.
Muting	Allows a participant to mute their phone line.
View attachments	Allows access to documents, recordings, and URLs if they are attached to the same server the participant is connected to.
Outdial	Allows any participant with outdial privileges to place a call to another person, team, or server and add them to the meeting. For instructions on how to use the outdial feature to add another server to a meeting, see the <a href="#">Using the Outdial Feature to Add Servers</a> .
Announcement prompts	Announces the entry and departure of all meeting participants.
Automatic reconnect operation	When this feature is enabled, a primary server that has lost its connection to a secondary server automatically redials the secondary server to reestablish the meeting. If the connection between two servers becomes lost, users should wait for the connection to be re-established. This feature does not need to be enabled or configured by a system administrator.

## Using the Outdial Feature to Add Servers

If you have outdial privileges, you can use your touch-tone phone to add another Cisco Unified MeetingPlace server to your meeting. To do so, you must know the other server ID number and the meeting ID of the meeting that you want to connect to.

### To Use the Outdial Feature to Add Servers

1. From within the meeting, press **#39** on your touch-tone phone.
2. When prompted, enter the ID number of the server you want to add to the meeting.
3. Press **1** to continue.
4. When prompted, enter the meeting ID of the meeting that you want to connect to.
5. Press **1** to continue.
6. Enter the password of the meeting.  
If no password has been assigned, press **#** (the pound sign) only.
7. When the servers have successfully connected, the system announces the entry of the server you outdialed.

## Using Web Conferencing in Multiserver Meetings

When a meeting begins, the Cisco Unified MeetingPlace server automatically informs the Web Conferencing server to set up a web conference for the same number of user licenses that were reserved for the system. For example, if a 25-user license meeting were about to start on Cisco Unified MeetingPlace Audio Server, a 25-user license web conference would also be set up on the Web Conferencing server.

In a multiserver environment, the primary server hosts the web conference. Users on a secondary server are redirected to the Web Conferencing server for the primary server. Cisco Unified MeetingPlace automatically accommodates all web conference participants in the entire multiserver meeting.

For example, if a multiserver meeting is being conducted between New York City and London and a participant on the New York City server initiates a web conference, everyone on the London server who wants to participate in the web conference has their IP connection directed to the New York City server. These users still use their user licenses on the London server for the voice conference, but use user licenses on the New York City server for the web conference.