

This chapter provides information on the requirements, setup and use of the Video Administration Configuration Tool.

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## Overview

The Video Administration Configuration Tool is a client-server application, based on Java Web Start. The Video Administration Configuration Tool allows the system administrator to configure Video Administration system settings.

During initial installation of Video Administration, network environment settings are defined, while other configurables (such as page length and meeting identifier) are set to default values so that Video Administration will run on installation without additional configuration. The Video Administration Configuration Tool allows the system administrator to access these settings and modify them as necessary.

## Java Runtime Environment Quick Setup

The first time you access the Video Administration Configuration Tool at [http://va\\_serverhost:port/va-config](http://va_serverhost:port/va-config), the tool automatically detects whether Java Runtime Environment is installed on the client machine. If it is not, a message appears with a link to the download site.

### To Install the Java Runtime Environment

1. Click the **Install Java Runtime Environment** link.  
The Java download web page opens.
2. Click the download link.  
The Java Runtime Environment is installed on your computer and the Java download Web page displays again.
3. Click the previous page link.  
The Video Administration Configuration Tool launch page appears.

## Launching the Video Administration Configuration Tool

The Video Administration Configuration Tool can be accessed from any client machine with the Java Web Start application installed.

See the following procedures:

- [To Access the Video Administration Configuration Tool from a Browser](#)
- [To Set Up Access via a Shortcut](#)

### To Access the Video Administration Configuration Tool from a Browser

1. Go to [http://va\\_serverhost:port/va-config](http://va_serverhost:port/va-config). The Video Administration Configuration Tool launch page displays.

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2. Click the **Launch Video Administration Configuration Tool** link.

On launching, the configuration tool checks for any updated files to download to the client machine. The Warning Security screen appears.

3. Click **Yes** to display the login screen.

4. Enter the applicable login ID and password.

**Note:** To retrieve a forgotten password, click the green arrow in the Video Administration Configuration Tool login screen, enter the applicable login ID, and press **Send**. The password will be sent to the e-mail address for that login ID.

5. Enter the administrator security credentials set during installation. The Configuration Tool opens.

#### To Set Up Access via a Shortcut

The second time that the Video Administration Configuration Tool is opened from a client machine, you will be asked if you would like to place a shortcut on the desktop and/or in the start menu.

1. To create shortcuts, leave one or both check boxes checked.
2. Click **Yes**.

## Uninstalling the Video Administration Configuration Tool

This section describes how you uninstall the Video Administration Configuration Tool when working with either Java Runtime Environment (JRE) 1.5/5.0.

#### To Uninstall the Video Administration Configuration Tool When Working with JRE 1.5/5.0

1. From the Start menu, go to **Settings > Control Panel > Add or Remove Programs**.
2. Select **Video Administration Configuration Tool** and click **Change/Remove** to remove the Video Administration Configuration Tool from the system.

## System Configuration Tab

Video Administration system configuration uses the System Configuration tab. The System Configuration tab contains the following sub-tabs:

- [General Settings Tab](#)
- [Scheduling Settings Tab](#)
- [UI Settings Tab](#)
- [Customized Settings Tab](#)
- [Database Settings Tab](#)
- [Security Settings Tab](#)
- [SNMP Security Traps Settings Tab](#)

## General Settings Tab

The General Settings tab allows the system administrator to configure basic system settings for the Video Administration server. Values displayed are values currently in effect.

### E-Mail Server Settings

This section allows configuration of settings for the e-mail server used to send the Video Administration e-mail notifications for meeting reservations and updates as well as user maintenance.

**Host**-Enter the mail server address, using either IP address or domain name.

**Port**-Enter the mail server communications port.

**Login ID**-Enter the security principal if necessary for sending an e-mail.

**Password**-Enter the security principal if necessary for sending an e-mail.

### EP Unconnected Timeout

If an endpoint does not respond to a connection request from the system within the designated timeout period, the system treats this endpoint as an unconnected endpoint.

### IVR Message Index

This section enables you to configure the Video Administration to play an IVR billing announcement every time a user joins a meeting.

**Message Index for Dial-in Endpoints**-Enter an IVR message index for billing all dial-in participants.

**Message Index for Dial-out Endpoints**-Enter an IVR message index for billing all dial-out participants.

### Resource Allocation

**Low-Usage Threshold**-Designate a percentage of total MCU ports as the low usage threshold. If more than one MCU is equally suited to host a meeting, Video Administration will allocate the meeting under a load balancing principle by using this threshold. If over this threshold, Video Administration will not balance the

load across MCUs, but rather fill one MCU at a time to reserve space on other MCUs for a larger meeting and to avoid unnecessarily spanning the meeting across multiple MCUs.

**Note:** The term "port" refers to a Video Administration connection to an endpoint. For example, a meeting with five participating endpoints uses five ports. A call via a gateway to an MCU uses one port. Where a meeting spans multiple MCUs for bandwidth optimization, an additional port is required on each MCU. For example, a meeting spanning two MCUs in which three participating endpoints are on the first MCU and four participants are on the second MCU requires nine ports (7 endpoints + 2 MCUs).

**Max. Reservation Threshold**-Designate the percentage of total MCU ports that can be scheduled by Video Administration. The default setting is 80 percent, leaving 20 percent of resources for extended meetings or additional unscheduled resource needs.

#### Display Settings

**Number of Table Rows per Page**-Designate the number of table row entries per page for Video Administration tables, including in-session meetings, upcoming meetings, history meetings, user table, terminal table, and so on.

#### Command Delay

**Delay Between Two Commands from Video Administration to MCU**-Enter a value to determine the length of time Video Administration waits between sending internal communication messages to an MCU.

### Scheduling Settings Tab

The Scheduling Settings tab allows the system administrator to configure basic system settings for the Video Administration server. Values displayed are values currently in effect.

#### Meeting Settings

**Authorize Endpoint Initiated Calls**-Check to allow the Video Administration to authorize and perform resource allocation and management of calls that are initiated by an endpoint, in the same way that it does for ad hoc calls initiated from Video Administration. This option is selected by default but may be deselected to improve performance.

**Duration of Endpoint Initiated Calls**-Enter the duration of calls that are initiated by endpoints. This value is used by Video Administration for resource allocation and meeting creation, and is set by default to 30 minutes.

**Authorize MCU Calls**-Check to allow Video Administration to authorize MCU-to-endpoint calls according

to the scheduled meeting in Video Administration. Doing so ensures that the gateway chosen is the one that is allocated for the call within Video Administration. This option is selected by default, but can be deselected for all-IP or single-gateway networks to improve performance.

**Admit Unresolved PSTN/ISDN Calls**-When checked, enables PSTN/ISDN terminals for which source information is not available to dial into a Video Administration-scheduled meeting. Unresolved terminals are allowed into the meeting if there are resources available (if extra PSTN/ISDN ports have been reserved or if a PSTN/ISDN terminal has been deleted from the ongoing meeting). When unchecked, unresolved ISDN terminals are rejected during authorization for dial-in calls. By default, field is checked.

**Default Dialing Mode**-Set the default value for whether a participant dials into a conference or the conference dials out to the participant.

**Meeting ID Length**-Enter the number of digits to be used in meeting ID strings.

**Minimum # Terminals Allowed in a Scheduled Meeting**-Set the minimum number of terminals that must be selected to create a valid meeting.

**Maximum # Terminals Allowed in a Scheduled Meeting**-Set the maximum number of terminals that can be added to a meeting.

**Minimum # Terminals Allowed in an Ad-Hoc Meeting**-Set the minimum number of terminals that must be selected to create a valid meeting.

**Maximum # Terminals Allowed in an Ad-Hoc Meeting**-Set the maximum number of terminals that can be added to a meeting.

**Launch Meetings**-Set the length of time before the scheduled start time of a meeting that you want the meeting to be launched.

**Meeting Auto Extension Length**-Define the number of minutes by which a meeting auto-extends.

**Maximum Length of Meeting Extension**-Set the maximum amount of time by which any meeting can be extended, and select the unit of time.

**Allowable Scheduling Interval**-Set the minimum time before a meeting start time the meeting must be scheduled, and the maximum time before the meeting start time that the meeting may be scheduled. For example, if this value is set to be from 1 hour to 30 days, a meeting must be scheduled at least an hour before its start time and cannot be scheduled more than 30 days in advance. These settings do not apply to ad hoc meetings.

**Allowable Duration for a Scheduled Meeting**-Set the minimum and maximum length of scheduled meetings. For example, setting this value to be from 10 minutes to 2 hours means that Video Administration will not validate any meeting shorter than 10 minutes or longer than 2 hours.

**Allowable Duration for an Ad Hoc Meeting**-Set the minimum and maximum length of ad hoc meetings. For example, setting this value to be from 10 minutes to 2 hours means that Video Administration will not validate any meeting shorter than 10 minutes or longer than 2 hours.

**Waiting Room Timeout**-If waiting room is enabled for a conference, define the number of minutes a conference remains in waiting room mode until the host joins. If the host does not join within the defined time period, the conference ends.

### **Recurring Meeting Scheduling Settings**

**Schedule Recurring Meetings**-Enter a value in days to set the time interval for which Video Administration allocates meeting resources when a recurring meeting is scheduled. For example, when set to 30 days, Video Administration allocates all meeting instances within a 30-day period at the time a recurring meeting is scheduled and sends an e-mail detailing information for those meetings. 30 days from the time the recurrence was scheduled, Video Administration will allocate the meeting to occur within the following 30 days. This cycle continues until all instances within the series have been scheduled.

## **UI Settings Tab**

The UI Settings tab suppresses the advanced configuration screen to simplify the Web interface.

**IP Topology**-Uncheck to hide the IP Topology screen under Admin > Network Management.

**ISDN Topology**-Uncheck to hide the ISDN Topology screen under Admin > Network Management.

**Gatekeeper Definition**-Uncheck to hide the Gatekeeper/SIP Server screen under Admin > Resource Management.

**Meeting Scheduling/Meeting Template**-Uncheck to hide the Meeting Scheduling and Meeting Template menus under User.

**All Meetings**-Uncheck to hide the All Meetings menu under Admin.

**My Meetings**-Uncheck to hide the My Meetings menu under User.

**Advanced Settings**-Uncheck to hide the Advanced Settings menu under Admin.

**Other Settings**-Uncheck to hide the Other Settings screen under Admin > Advanced Settings.

**User Management**-Uncheck to hide the User Management menu under Admin.

**Customization Tool**-Uncheck to hide the Customization tool icon next to the Help About screen icon. The Customization Tool is used to define custom display labels for the Web interface. Click the Customization Tool icon to open a pop-up window in which you can configure custom display labels in the Web interface.

## Customized Settings Tab

The Customized Settings tab displays any non-standard or new time zones that have been added to the time zone selection box. Once added, a time zone cannot be modified or deleted.

### Custom Time Zone(s)

Displays a list of time zones that have been added to the Video Administration standard time zone set. If no time zones have been added, the list displayed will be empty. Click a time zone to display its profile to the right.

**Time Zone Name**-Displays the name of the specified time zone.

**Time Difference from GMT**-Displays the number of hours before or after GMT.

**Daylight Saving**-Displays the number of minutes the clock is set forward or back at the designated start and end times.

**DST Start Time**-Set the date and time at which daylight saving begins.

**DST End Time**-Set the date and time at which daylight saving ends.

**Add a New Time Zone**-Click to display the New Time Zone dialog box. For more information, see the [Adding a New Time Zone](#).

**Reset**-Click to remove a time zone. After you add a time zone, but before you click Save in the Customized Settings tab (not Save in the New Time Zone dialog box), clicking Reset enables you to remove the time zone. You cannot remove a time zone after you have clicked Save in the Customized Settings tab.



### **Branding Customized**

Enables you to select the product and vendor logo to display in Video Administration.

**Product Logo File Name**-Enter the name of the file holding the required product logo, or navigate to the file by using the Browse button.

**Browse**-Click to navigate to the file holding the required product logo.

**URL**-Enter the URL of the required product logo.

**Note:** Product logo-related options are available in Video Administration only if the Branding option is checked in the Installation With Advanced Options installation screen.

**Reset to Default**-Click to restore the system default product logo. Enabled only if the license allows product logo branding.

### **Billing Customized**

For the billing code field in the meeting scheduling process, define a custom field label and specify the format of the value that can be entered.

### **Adding a New Time Zone**

In the Customized Settings tab, click Add a New Time Zone. The New Time Zone dialog box displays.

**Time Zone Name**-Enter the name of the new time zone.

**Time Difference from GMT**-Select the number of hours and minutes before or after GMT.

**Observes Daylight Saving**-Check to enable Daylight Saving settings.

**DST Start Time**-Set the date and time which daylight saving begins.

**DST End Time**-Set the date and time which daylight saving ends.

**Save**-Click to save the new time zone. The new time zone is added to your Video Administration time zone

set.

## Database Settings Tab

The Database Settings tab is used for configuring the database server settings.

**Server Name**-Name of IP address of the database server.

**Server Port**-Database port number of the database server.

**Connection Account**-User account used by the system to connect to the database.

**Connection Password**-User account password used by the system to connect to the database.

**Test Button**-Used to test whether database configuration is correct.

**Reset Button**-Roll back unsaved changes.

## Security Settings Tab

The Security Settings tab is used to configure password and other security settings.

### Passwords Management

**Display Password in User Profile**-Check to display the user profile password.

**Modify Password in User Profile**-Check to modify the user profile password.

**Allow Only Secure Passwords**-Only accept strong passwords as user passwords. Strong passwords need to follow the rules for Minimum Password Length, Maximum Login Attempts, Password Expires in xxx Day(s), and Cannot Be the Same as the Last xxx Password(s).

**Minimum Password Length**-Minimum length of a user password in number of characters.

**Maximum Login Attempts**-Maximum number of incorrect logins a user can attempt before the user account is locked.

**Password Expires in xxx Day(s)**-A user password expires in the specified number of days since it was last changed.

**Cannot Be the Same as the Last xxx Password(s)**-A new user password cannot duplicate the specified number of old user passwords.

**Display Login Message**-Check the check box to display a welcome screen after user login. The text of the welcome screen can be customized by entering text in the text area.

## **SNMP Security Traps Settings Tab**

The SNMP Security Traps Settings tab is used to define the IP addresses and port numbers of the SNMP trap servers to which the system sends traps.