

[Cisco Unified MeetingPlace, Release 6.x](#) > [Cisco Unified MeetingPlace Audio Server](#) > [Planning the installation](#) > [Preinstallation Planning](#)

This worksheet describes preparation tasks for the Cisco Unified MeetingPlace site. A certified installation partner or Cisco Advanced Services representative will work with you to fill out the worksheet.

Task	Complete
Select a location that fulfills the Cisco Unified MeetingPlace system's operating requirements.	
Provide the necessary equipment to mount the Cisco Unified MeetingPlace 8100 series properly: <ul style="list-style-type: none"> • Open rack • Closed rack/cabinet 	
Provide additional power outlets or other equipment required to accommodate the system: <ul style="list-style-type: none"> • Surge suppressor • Uninterrupted power supply (UPS) • Channel service unit (CSU) • Supplemental grounding wire and an appropriate facilities grounding terminal (must be used at all times) 	
<ul style="list-style-type: none"> • Obtain the necessary cables and other hardware not supplied with the system. 	