In the Server Configuration window you enter the Cisco Unified MeetingPlace network addresses for your system.

Use this worksheet to plan the server configuration fields.

Caution! Entering incorrect information in the Network Parameters window can make the system inaccessible from the network. Make sure you enter all the information correctly.

Remember the following information:

- For Options and Field Size values, in most cases the numeric and alphanumeric ranges given are the number of acceptable digits or characters for the field. (For example, *Numeric-0 to 9* means that the field accepts any number between 0 (or nil) and 999999999.) Ranges with an asterisk (*) mean that the field accepts an actual number that falls within that range. (For example, *Numeric-1 to 32767** means that the field accepts the value 3102 but not 32769.)
- Cisco Unified MeetingPlace Audio Server is not aware of DNS. You cannot ping hostnames or use DNS hostnames for configuration.

Field	Description	Default	Options and Field Size	Value
Server number	Identifies the server. As a standalone system, the Cisco Unified MeetingPlace 8106 or 8112 server is always defined as server number *0* .	Predefined	Numeric-0 to 8	
Type of unit	Identifies the system as a conference server or Cisco Unified MeetingPlace integration.	Predefined	Conference Server/ MeetingPlace Gateway	
Server hostname	Host name of this Cisco Unified MeetingPlace server on your network.	-	Alphanumeric- 1 to 32	
Server description	Descriptive name of this Cisco Unified MeetingPlace server.	-	Alphanumeric- 0 to 32	
Is active?	Whether this server is currently active.	Yes	Yes/No	
Flex Menus active?	Whether Flex Menus are currently active.	No	Yes/No	
Ethernet address	Ethernet address of this server. This value is defined by the installation partner when your Cisco Unified MeetingPlace system is physically installed.	-	-	
IP address		-		

	Address of Cisco Unified MeetingPlace host on the network.		Dotted decimal format, as in 198.207.208.1	
System serial #	Cisco Unified MeetingPlace serial number. Default information shipped with your Cisco Unified MeetingPlace system.	Predefined	This field cannot be changed	N/A
Modem phone number	Phone number for Cisco Unified MeetingPlace service modem on your system or remote maintenance port.	-	Alphanumeric- 0 to 31	
Call out if network disconnects?	Determines if conference server should dial attendant when server is disconnected from network server.	Predefined	Yes/No	
Access ports	Number of ports on this server used to schedule new meetings and listen to recorded meetings.	-	-	
Conference ports	Total number of ports on this server, including floater and contingency ports.	-	-	
Contingency ports	Number of conference ports held in reserve to let people reach a contact or attendant during meetings. Recommended: 1-2 of conference ports on the system.	1	Numeric-0 to 32	
Floater ports	Number of ports reserved as floater ports. Floater ports can be used by any meeting to accommodate unanticipated additional attendees. Recommended: 15% of total conference ports.	2	Minimum 0; maximum cannot exceed number of conference ports in your system.	
Overbook ports	Number of ports to allow for scheduling meetings that exceed the number of available conference ports on system. Recommended: A number less than or equal to number of floater ports. (See notes after this worksheet.)	0	Numeric- 0 to 1200*	
Max recording space (min)	Total recording time (in minutes) that can be used to record meetings. Recommended: 80% to 85% of total minutes of recording space.	0	Numeric- 0 to 85332*	
Voice encoding method	The voice encoding method for the system.	Predefined	Mu-Law encoding A-Law encoding	

RFC2833 payload type	Identifies which packets in the IP voice stream contain digit information, such as, user keypresses.	101	Numeric- 96 to 127	

For the Overbook Ports field, remember the following information:

- Cisco Unified MeetingPlace uses the following calculation:

  Number of conference port licenses installed
  - Number of floater ports
  - Number of contingency ports
  + Number of overbook ports

  _____

  = Maximum number of ports that can be scheduled
- On a system with both reservationless and scheduled meetings, use the following guidelines to configure your system. These guidelines maximize the port utilization and capacity of your system:

  If R<50%

  · Immediate meetings: 3
  · Overbook ports: N x 30%
  · Floater ports: N x 30%

  If R>=50%

  · Immediate meetings:0
  · Overbook ports: N x 15%
  · Floater ports: N x (R + 25%)

  [R = percentage of traffic used for reservationless meetings; N = total number of conference ports including capacity assurance (CAP); 30% can be substituted for standard operating percentage.]

- On a system with reservationless only meetings, use the following guidelines to configure your system. These guidelines maximize the port utilization and capacity of your system.

  If R = 100%

  · Immediate meetings: 4
  · Overbook ports: N
  · Floater ports: N

  [R = % of traffic used for reservationless meetings; N = total number of conference ports including capacity assurance (CAP).]

- Make sure the total number of scheduling ports available (including overbook ports) is equal to or greater than the largest meeting size you anticipate scheduling. For a new system, these guidelines are good defaults, but keep the current settings for a system that is already configured.