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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         |   | -          |   |       |

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|                                  |   |            |   |     |
|----------------------------------|---|------------|---|-----|
|                                  | 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.<br><br>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.<br><br>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.<br><br>Recommended: A number less than or equal to number of floater ports.<br><br>(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.<br><br>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

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 = 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.