

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

This worksheet describes the requirements for scheduling and conducting multiserver meetings.

Note: To ensure Cisco Unified MeetingPlace Audio Server and Cisco Unified MeetingPlace Web Conferencing compatibility, check that releases are interoperable. See the [Compatibility Matrix](#).

Action	Description	Complete
System requirements	<ul style="list-style-type: none"> • Make sure all Cisco Unified MeetingPlace servers are running Cisco Unified MeetingPlace Web Conferencing. • If multiserver meetings will be scheduled using Web Conferencing, make sure that systems participating in the multiserver meeting have Web Conferencing installed. 	
Scheduling requirements	<ul style="list-style-type: none"> • For each user who will schedule multiserver meetings, provide a user profile on <i>each</i> Cisco Unified MeetingPlace 8106 or 8112 server. • Enable the user profiles of those who will schedule meetings with multiserver scheduling privileges. • Create Server Information records on all Cisco Unified MeetingPlace systems for each Cisco Unified MeetingPlace 8106 or 8112 server. • To schedule multiserver meetings over the web: <ul style="list-style-type: none"> ◆ Users must use a supported web browser. ◆ Users must be able to access each site's Cisco Unified MeetingPlace Web Conferencing server. ◆ Cisco Unified MeetingPlace Web Conferencing must be installed and running at each Cisco Unified MeetingPlace site. • To schedule multiserver meetings using MeetingTime, users must be able to access each site's Cisco Unified MeetingPlace server through their MeetingTime client software and have MeetingTime on their system. 	
Recommended server configuration	<ul style="list-style-type: none"> • Make sure all Cisco Unified MeetingPlace servers are time synchronized using a Network Time Protocol (NTP) server. • Make sure all servers are properly named across all Cisco Unified MeetingPlace systems. • Record a voice name for the other Cisco Unified MeetingPlace servers. • Set the same guard times on all Cisco Unified MeetingPlace servers. 	

	<ul style="list-style-type: none">• Set the same extend meeting parameters on all Cisco Unified MeetingPlace servers.• Record the breakout session warning prompt that will be played before participants enter a breakout session.	
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