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Meeting scheduling parameters control the meeting schedules at your location, and the settings determine how many of the conference ports on your system can be reserved for meetings at one time.

Use this worksheet to plan the Cisco Unified MeetingPlace scheduling parameters.

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.)

Field	Description	Default	Options and Field Size	Value
Scheduling Parameters				
Max meeting length (min)	Maximum number of minutes for the length of a meeting. Users cannot schedule meetings longer than this amount. Recommended: Consider length of typical meetings for your company and users.	240	Numeric- 15 to 1440*	
Max ports per meeting	Number of conference ports that can be reserved for individual meetings. Recommended: Consider meeting sizes typically conducted by your company and users.	8	Minimum 2; maximum is lesser of 550 or number of conference ports licensed for your system	
Maximum size that a rsvnless conf. can grow to	After a reservationless meeting has started, the maximum number of conference ports that it can use as participants join the meeting.	550	Minimum 0. Maximum cannot exceed the number of conference ports purchased for your system.	
Maximum size that a sched. conf. can grow to	After a scheduled meeting has started, the maximum number of ports that it can use as participants join the meeting. It is used to prevent any one meeting from using all of the available floater ports. The maximum size that a scheduled meeting can grow to also depends on the value of the "Max ports per meeting" parameter, the number of available regular meeting ports, and the number of floater ports.	550	Minimum 0. Maximum cannot exceed the number of conference ports purchased for your system.	

Minimum mtg ID length	Minimum number of characters in meeting IDs. When configuring your system with minimum meeting ID number less than 4 digits, system automatically assigns 4-digit meeting ID numbers to new meetings when scheduler does not choose a vanity ID number.	4	Numeric- 1 to 9	
Max adv days to schedule	How many days in advance people can schedule meetings.	60	Numeric- 1 to 330*	
Max agenda recdg (sec)	Maximum length (in seconds) of a pre-recorded agenda. The system does not let users record an agenda longer than this amount. Users cannot record an agenda longer than this amount.	60	Numeric- 12 to 600*	
Max mtg name recdg (sec)	Maximum length (in seconds) of a pre-recorded meeting name.	4	Numeric- 0 to 24	
Max user name recdg (sec)	Maximum length (in seconds) of a pre-recorded user name.	4	Numeric- 4 to 24	
Days until mtg stats purged	Number of days historical meeting data is stored on system.	60	Numeric- 0 to 365*	
Default meeting type	Whether by default meetings are All Speaker or Lecture. Users can change this setting for individual meetings.	All Speaker	All Speaker/Lecture	
Enable resched recrng mtgs?	Whether users can reschedule recurring meetings using MeetingTime or Cisco Unified MeetingPlace Web Conferencing. When <i>Yes</i> , users can apply change to a single meeting in the chain or all future occurrences of meeting.	No	Yes/No	
Immediate Meetings				
# of ports to schedule	Default for number of participants (locations) for immediate meetings. Users can change this setting when they initiate an immediate meeting.	4	Minimum 2; maximum cannot exceed number of conference ports in your system. When scheduling, the real maximum is limited by the number of actual ports displayed in the server configuration.	
Length of mtg (min)	Default length (in minutes) of immediate meetings. Users can change this setting when they initiate immediate meetings.	30	Numeric- 2 to 1440*	
Video Meetings				
		0	Numeric- 0 to 550	

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Default # of ports to schedule	Default number of video participants (locations) for video conferences. Users can change this setting when they initiate a conference with video.		Maximum cannot exceed number of conference ports in your system. When scheduling, the real maximum is limited by the number of actual video ports displayed in the server configuration.	
Max ports per meeting	Maximum number of video ports that can be scheduled for a conference.	12	Numeric- 0 to 550	
Block dial in	Whether Cisco Unified MeetingPlace blocks video endpoints from dialing in.	No	Yes, No	
Local MCU Prioritization setting	The prioritization level for the local MCUs.	Delay	Local, Delay, Bandwidth	
Outdial all video term. at mtg start	Whether Cisco Unified MeetingPlace blast outdials the invited video participants.	No	Yes, No	
Admit unresolved PSTN/ISDN calls	Whether Cisco Unified MeetingPlace allows video endpoints without user profiles to dial in. This setting affects only PSTN/ISDN calls. IP calls are not affected by this setting.	Yes	Yes, No	
Sched. only if all video term are available	Whether Cisco Unified MeetingPlace requires that all invited video participants be available before the conference can be scheduled.	Yes	Yes, No	
Video service code	Users select a video service code when they schedule meetings. Use this field to specify the default video service code for meetings. This service code must match a valid MCU service code.	-	ASCII text-	
Meeting Ports				
Mtg start guard time (min)	Number of minutes before scheduled meeting start time that ports are reserved for meeting. (For example, if value is 5 and meeting is scheduled from 8:00 AM to 9:00 AM, ports are reserved from 7:55 AM to 9:00 AM, allowing early arrivals.) Recommended: 0 (because most users schedule extra time). This parameter does not apply to reservationless meetings.	0	Numeric- 0 to 1440*	
Mtg end guard time (min)	Number of minutes after scheduled meeting that ports remain reserved. (For example, if	0	Numeric- 0 to 1440*	

	<p>value is 5 and meeting is scheduled from 8:00 AM to 9:00 AM, ports are reserved from 8:00 AM to 9:05 AM, allowing for overrun.)</p> <p>Recommended: 0 , to ensure consecutive meetings can be scheduled. This parameter does not apply to reservationless meetings.</p>			
<p>Mtg ID start guard time (min) or DID start guard time (min)</p>	<p>Number of minutes before scheduled start time that associated meeting ID or DID/DNIS number is reserved. This value and Mtg ID End Guard Time control when meeting IDs are available for reuse and when system recognizes a meeting ID.</p> <p>If users try joining meeting before this time, they hear: "This is not a recognized meeting ID number." After this time, callers hear: "The meeting has not started."</p> <p>Recommended: 30 . This parameter does not apply to reservationless meetings.</p> <p>To ensure DID/DNIS meeting numbers are available for reuse, compare the number of simultaneous conferences to be held on your system with the number of DID/DNIS meeting numbers available. If they are about the same, decrease this value.</p>	30	Numeric- 0 to 1440*	
<p>Mtg ID end guard time (min) or DID end guard time (min)</p>	<p>Number of minutes after scheduled end time that associated meeting ID or DID/DNIS number is reserved and when system recognizes a meeting ID.</p> <p>If users join a meeting during Mtg ID End Guard Time period, they hear: "The meeting has ended." After this time, they hear: "This is not a recognized meeting ID number."</p> <p>Recommended: 30 . This parameter does not apply to reservationless meetings.</p>	30	Numeric- 0 to 1440*	
Run-time Parameters				
<p>Extend meeting (min)</p>	<p>Number of minutes meetings are extended if time runs over and ports are available. Callers are warned that meeting will end, but they can extend meeting if ports are available.</p>	15	Numeric- 0 to 60*	

	<p>Recommended: <i>15</i> .</p> <p>If a meeting is not extended because all ports are in use, callers hear: "This meeting will end in two minutes."</p>			
Early mtg start (min)	<p>Maximum minutes before scheduled start time that early arrivals can enter meeting. This time is added to Mtg Start Guard Time. (For example, if meeting start time is 9:00 AM, Early Mtg Start Minutes is <i>15</i> , and Mtg Start Guard Time is <i>15</i> , and ports are available, callers can enter meeting at 8:30 AM.)</p> <p>For video conferences, this value must match the value the Early Meeting Start parameter on the Video Administration for Cisco Unified MeetingPlace server.</p> <p>Recommended: <i>15</i> . This parameter does not apply to reservationless meetings.</p>	0	Numeric- 0 to 60*	
Disconnect empty port (min)	<p>Number of minutes that reserved ports are held after <i>everyone</i> hangs up, even if scheduled end time has not arrived. This time allows for longer meetings when people might break and then return.</p> <p>Recommended: At least <i>15</i> . This parameter does not apply to reservationless meetings.</p>	15	Numeric- 0 to 30*	
Early mtg release time (min)	<p>Number of minutes before scheduled end time that ports are released <i>if not in use</i> . (For example, if meeting is scheduled from 8:00 AM to 9:30 AM, Early Mtg Release Time Minutes is <i>15</i> , and everyone hangs up at 8:30 AM, ports are released at 9:15 AM.)</p> <p>The Cisco Unified MeetingPlace Video Administration, when used, must have the same setting.</p> <p>Recommended: <i>15</i> .</p>	15	Numeric- 0 to 30*	
Auto-answer parameters				
Mtg controls device	Whether the meeting controls the auto-answer device.	No	Yes/No	
Connected until	Whether auto-answer devices remain	Yes	Yes/No	

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mtg ends	connected until meetings end. When <i>Yes</i> , disconnect timeout value is same as Disconnect Empty Port (min). When <i>No</i> , disconnect timeout value is 0 .			
MeetingNotes Settings				
FF/RR playback incrm (sec)	Number of seconds Cisco Unified MeetingPlace fast-forwards or rewinds when users press 1 or 3 while listening to meeting recordings on phone.	120	Numeric- 4 to 3600*	
Max mtg recdg length (min)	Maximum recording time (in minutes) allowed for each meeting. Recommended: Same as Max Meeting Length parameter.	240	Numeric- 0 to 1440*	
Max mtg message length (sec)	Maximum length (in seconds) for pre-recorded single meeting messages.	60	Numeric- 15 to 1800*	
Max voice comment (sec)	Maximum length (in seconds) for voice comments.	-	Numeric- 15 to 1800*	
Warning at end of recdg?	Whether users hear warning that meeting recording is about to end. When <i>Yes</i> , attendees are warned that meeting recording is about to end. When <i>No</i> , attendees hear the final two-minute warning.	Yes	Yes/No	
# of days to retain	Number of days after a meeting that recordings remain stored.	7	Numeric- 0 to 60*	
Prompt Information				
End of mtg warning (min)	Number of minutes before scheduled end time when end-of-meeting warning is issued.	10	Numeric- 0 to 15*	
Speak mtg access num?	Whether users scheduling meetings from phone hear the phone access number where their meeting is scheduled. When <i>No</i> , users hear only the phone access number for meetings scheduled on a server other than their scheduling home server.	No	Read-only	
Svr-Svr Connection				
Initiate	In multiserver meetings, when the primary Cisco Unified MeetingPlace Audio Server system establishes its connection to a secondary Audio Server system.	At scheduled start time	At scheduled start time/When first person enters	
Terminate	In multiserver meetings, when the primary Cisco Unified MeetingPlace Audio Server system terminates its connection to a	When meeting ends	When meeting ends/When last person leaves	

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	secondary Audio Server system.			
Automatic multi-svr mtgs?	Whether users have access to automatic multiserver meetings	Yes	Read-only	
Miscellaneous				
Max team voice name (sec)	Maximum number of characters in a team ID.	24	Numeric-0 to 24	
Min team number length	Minimum number of characters in a team ID.	9	Numeric-1 to 19	
Scheduler Notifications				
After # no-show recurring mtgs	Number of no-show recurring meetings after which system sends e-mail message to meeting scheduler to suggest canceling a recurring meeting chain.	1	Numeric- 1 to 100*	
Periods before recurring mtg ends	Number of meetings before the predefined end of a recurring meeting chain when the system should send an e-mail to meeting scheduler warning that the chain is about to end and prompting to start a new one.	2	Numeric- 1 to 100*	