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Site information records information that describes your company, such as your company name, address, and the names and phone numbers for people who will be the primary contacts for your installation partner or Cisco Advanced Services representative, as well as whom you should call when you need help with the Cisco Unified MeetingPlace system.

Use this worksheet to plan your company 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.)

Field	Description	Default	Options and Field Size	Value
<b>Site Info</b>				
Company name	Your company's name.	-	Alphanumeric-0 to 63	
Address1 Address2 Address3 Address4	Your company's address.	-	Alphanumeric-0 to 63	
System SW version	Cisco Unified MeetingPlace Audio Server release number. Default information shipped with your system.	Predefined	Field cannot be changed	
Language1 Language2 Language3 Language4	Languages installed with your Cisco Unified MeetingPlace system.	-	Field cannot be changed	
<b>Contact Info</b>				
MeetingPlace system mgr	Name of onsite person for your installation partner or Cisco Advanced Services representative to contact.	-	Alphanumeric-0 to 63	
Phone number	Phone number of Cisco Unified MeetingPlace system administrator (named in previous field).	-	Alphanumeric-0 to 17	
Alt phone number	Alternative phone number for Cisco Unified MeetingPlace system administrator (usually a pager or fax number).	-	Alphanumeric-0 to 17	
Telecom mgr	Name of onsite telecommunications person for your installation partner or Cisco Advanced Services	-	Alphanumeric-0 to 17	

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	representative to contact.			
Phone number	Phone number of Cisco Unified MeetingPlace telecom manager (named in previous field).	-	Alphanumeric-0 to 17	
Alt phone number	Alternative phone number for Cisco Unified MeetingPlace telecom manager (usually a pager or fax number).	-	Alphanumeric-0 to 17	
Information services mgr	Name of onsite Information Services (IS) person for Cisco service representatives to contact.	-	Alphanumeric-0 to 17	
Phone number	Phone number of Cisco Unified MeetingPlace IS administrator (named in previous field).	-	Alphanumeric-0 to 17	
Alt phone number	Alternative phone number for Cisco Unified MeetingPlace IS administrator (usually a pager or fax number).	-	Alphanumeric-0 to 17	
<b>Vendor Info</b>				
Support phone number	Phone number for Cisco Unified MeetingPlace support information.  Your installation partner tells you this number.	-	Alphanumeric-0 to 17	
Sales phone number	Phone number for Cisco Unified MeetingPlace sales information.  Your installation partner tells you this number.	-	Alphanumeric-0 to 17	
Service contract number	Your installation partner tells you this number.	-	Alphanumeric-0 to 17	
<b>Custom Notif Text</b>				
How to attend meeting	Detailed instructions that you provide about attending meetings. This information appears in e-mail notifications.  For example: "Welcome to < <i>your company's name</i> > MeetingPlace conference server. To attend a conference on the system, please call the main number and follow the voice prompts."	-	Alphanumeric-0 to 499	
How to access recorded meetings	Detailed instructions that you provide about accessing recorded meetings. This information appears in e-mail notifications.  For example: "Participants can attend meetings, leave voice comments about a meeting, and attach relevant meeting materials. To access recorded meetings over the phone, call the main number and select option 3."	-	Alphanumeric-0 to 499	