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By default, meetings scheduled from the Cisco Unified MeetingPlace end-user web interface use the Collaborative meeting template.

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### Before You Begin

- If you are not familiar with meeting templates, see the "Meeting Templates" section in the "Creating and Modifying Meeting Templates and Layouts in Cisco Unified MeetingPlace" chapter of the *User Guide for Cisco Unified MeetingPlace* at this URL:  
[http://www.cisco.com/en/US/docs/voice\\_ip\\_comm/meetingplace/7x/english/user/web\\_creating\\_and\\_modifying\\_t](http://www.cisco.com/en/US/docs/voice_ip_comm/meetingplace/7x/english/user/web_creating_and_modifying_t)
- Performing this task changes the *system-wide* default meeting template. Nevertheless, individual users can select a different meeting template while scheduling meetings.

### Restriction

These instructions only apply if you are running MPWEB 7.0(2.3) hotfix 5F or later, or 7.0 MR2.

You cannot select a custom meeting template as the default meeting template. You can only choose from the following options: Collaborative, Presentation, and Webinar.

**Caution!** Performing this task requires that you restart the Cisco Unified MeetingPlace Web Conferencing services. Proceed only during a scheduled maintenance period.

**NOTE:** When you restart the Web Server, all manual changes made to the registry are lost.

## Procedure

1. On the Web Server, navigate to C:\Program Files\Cisco Systems\MPWeb\Template.
2. Open the **wcSchedBasics.tpl** file using a text editor such as Wordpad.
3. Find the following assignment to the variable *userConfigurableDefaultBreezeMtgTemplate\_Value* and initialize it to the desired default meeting template. Possible values are shown in code comments.

```
var userConfigurableDefaultBreezeMtgTemplate_Value =  
<!--#Cisco MeetingTemplateID JAVASC  
name="{default-foxtrot-template-collaborative}"-->;  
// or <!--#Cisco MeetingTemplateID JAVASC  
name="{default-foxtrot-template-presentation}"-->  
// or <!--#Cisco MeetingTemplateID JAVASC  
name="{default-foxtrot-template-webinar}"-->
```

4. Save the updated file.
5. Restart the Cisco Unified MeetingPlace Web Conferencing services.
6. Repeat this procedure for all Web Servers in the internal cluster.

**Please note that setting the default meeting template does not affect meetings scheduled by copying an existing meeting.**

## Verifying

Log out of the Cisco Unified MeetingPlace end-user web interface, log back in, and then schedule a meeting. Verify that the desired meeting template is used by default.

## Related Topics

- [Restarting All Web Conferencing Services](#)
- [Configuring the Cisco Unified MeetingPlace Web Conferencing User Interface](#)
- [Changing the Default Meeting Template for Meetings Scheduled From Microsoft Outlook](#)