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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
- 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](#)