

**Main page:** [Cisco Unified MeetingPlace, Release 7.0](#)

**Up one level:** [Configuration](#)

#### **Before You Begin**

- Read [Planning the Capacity of your Cisco Unified MeetingPlace System](#) to determine the port and capacity settings for your system.
- Install the appropriate licenses. See [Installing and Managing Licenses for Cisco Unified MeetingPlace](#).

#### **Procedure**

1. Log in to the Administration Center.
2. Click **System Configuration > Meeting Configuration**.
3. Configure the fields.
4. Click **Save**.

#### **Related Topics**

- [Table: Field Reference: Meeting Configuration Page](#)
- [Configuring Recordings for Cisco Unified MeetingPlace](#)