

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

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

Profiled users can schedule meetings to begin immediately or sometime in the future. Unlike a reservationless meeting, a scheduled meeting gives the scheduler control over meeting details. System administrators, in turn, have control over which parameters can be specified by meeting schedulers.

- [Configuring Meetings and Ports](#)
- [Configuring Reservationless Meetings](#)
- [Configuring Continuous Meetings](#)
- [Displaying Meeting Times Using a 12- or 24-Hour Clock](#)
- [Configuring Parameters that Affect Sound and Video Quality](#)
- [Configuring Meeting Categories](#)
- [About Cisco Unified MeetingPlace Meeting Prefixes](#)
- [Changing the Default Meeting Template for Meetings Scheduled From the End-User Web Interface](#)
- [Changing the Default Meeting Template for Meetings Scheduled From Microsoft Outlook](#)