

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

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

Reservationless meetings begin immediately and have the following special characteristics:

- Anyone may join a reservationless meeting, unless a meeting password is in use.
- Anyone can access reservationless meeting recordings and attachments.
- The meeting ID for a reservationless meeting is the Profile number of the meeting owner.
- A meeting instance is created on demand when someone joins a meeting with a reservationless meeting ID. The meeting is terminated immediately when the last participant leaves.
- By default, the meeting subject is the Last name of the meeting owner.
- The system treats each instance of a reservationless meeting as a separate entity with its own unique conference ID, displayed as ConfNum in reports and exported data.
- Participants who join a reservationless meeting before the owner does are placed in a waiting room (where they cannot communicate with each other) until the meeting owner arrives, unless the following statements are true:
  - ◆ The Allow any profiled user to initiate field on the Usage Configuration Page is set to Yes.
  - ◆ A profiled user starts the meeting from the telephone user interface (TUI).

**Note:** For more information about reservationless meetings, see the *User Guide for Cisco Unified MeetingPlace* at [http://www.cisco.com/en/US/products/sw/ps5664/ps5669/products\\_user\\_guide\\_list.html](http://www.cisco.com/en/US/products/sw/ps5664/ps5669/products_user_guide_list.html).

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### Restrictions

- Because meeting IDs cannot be longer than 17 digits, users with Profile numbers longer than 17 digits cannot own reservationless meetings.
- Reservationless meeting IDs are permanently reserved and cannot be used for scheduled meetings.

- E-mail notifications are not sent for reservationless meetings.
- Reservationless meetings cannot be lecture-style meetings.

### Before You Begin

- Reservationless meetings are enabled by default. Therefore, you only need to perform this task in the following cases:
  - ◆ If you want to disable reservationless meetings either system-wide or for specific users.
  - ◆ If you previously disabled reservationless meetings and want to reenable them.
- Many fields on the [Meeting Configuration Page](#) apply to reservationless meetings. Complete [Configuring Meetings and Ports](#).

### Procedure

1. Log in to the Administration Center.
2. Enable reservationless meetings on the system:
  1. Click **System Configuration > Usage Configuration**.
  2. Set the [Enable reservationless meetings](#) field to **Yes**.
  3. (Optional) Configure these other fields:
    - ◇ [Allow any profiled user to initiate](#)
    - ◇ [Bill initiator](#)
    - ◇ [TUI menu is reservationless only](#)
    - ◇ [Owner can press 2 in TUI to initiate](#)
3. Enable reservationless meetings for users:
  1. Click **User Configuration**.
  2. Click **User Groups** or **User Profiles**, depending on whether you want to configure a user group or an individual user profile.
  3. Click **Edit** or **Add New**, depending on whether you want to configure an existing or a new user group or user profile.
  4. Set the [Use reservationless](#) field to **Yes**.
  5. (Optional) Configure these other user profile fields:
    - ◇ [Show reservationless meetings in public listing](#)
    - ◇ [Reservationless allow Internet access](#)
    - ◇ [Meeting password required](#)
  6. Click **Save**.
  7. Repeat [Step 3](#) for all user groups and user profiles for which you want to enable reservationless meetings.

### Related Topics

- [Table: Field Reference: Add User Profile Page and Edit User Profile Page](#)
- [Table: Field Reference: Usage Configuration Page](#)