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This procedure describes how to set up permissions for users and how to configure the IBM Lotus Sametime server hostname on the Cisco Unified MeetingPlace Application Server.

It also describes how to set the Extend Meeting and the Meeting Extension Length to the same value on the Application Server and on the IBM Lotus Sametime server.

### Before You Begin

- Make sure that the IBM Lotus Sametime server is up and running so that when you specify the IBM Lotus Sametime server hostname in Cisco Unified MeetingPlace Administration Center, the connection between the servers will be successful.
- Determine the value of the Meeting Extension Length (Minutes) by doing the following:
  1. Log in to the IBM Lotus Sametime server as the administrator.
  2. Click **Administer the Server**.
  3. Select the **Configuration > Meeting Services > General** tab.
  4. Write down the setting for Meeting Extension Length (Minutes).

### Procedure

1. Log in to the Cisco Unified MeetingPlace Administration Center.
2. Select **User Configuration > User Groups** to enable outdial permissions for users.
  1. Click the group name to open the Edit User Group window.
  2. Select **Yes** in the Permissions section for the Can Call Out From Meetings option to enable all users to outdial.
  3. (Recommended) Select **No** in the Outdial Meeting Defaults section for the Ask For Profile Password to **No** to disable the password requirement for outdial so that users do not have to enter their passwords every time the phone rings.
  4. Click **Save**.
3. Verify that the Meeting Password Required option is set to No for *all* Cisco Unified MeetingPlace user profiles, including the special *admin* profile.

NOTE: Changing this option to Yes prevents users from scheduling meetings.
4. Select **System Configuration > Sametime Configuration > Sametime Server**.
  1. Click **Add New**.
  2. Enter the Sametime server hostname.
  3. Click **Save**.
5. Select **System Configuration > Meeting Configuration**.
  1. Scroll to the Meeting Settings section.

2. Set the Extend Meeting (Minutes) to the same setting as the Meeting Extension Length (Minutes) on the IBM Lotus Sametime server.
3. **Click Save.**