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Note: To use the MeetingPlace Conference Manager, you must have either System Manager or Attendant privileges.

Caution!! To avoid system issues, we recommend that you limit the usage of concurrent Conference Manager sessions.

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Adding a New Server

Before You Begin

Double-click the meetingmanager.jnlp icon on your desktop to access the application.

Procedure

1. Click **New Server**.

The Server Details window displays.

2. Enter the name of the server for Server Name.

3. Enter the URL of the server for Server Address.

Example: <http://<server>.com> or <https://<server>.com>, where <server> is the name of your Cisco Unified MeetingPlace Application Server.

Note: The Server Name and Server Address are mandatory fields.

4. (Optional) Enter your Cisco Unified MeetingPlace profile username and password in the fields provided.

If you do not enter a username and password, the system will prompt you for this information each time you attempt to log in to the server.

5. Click **OK**.

This server displays in the Server list.

Related Topics

- [Importing a List of Servers](#)

Editing an Existing Server

MeetingPlace Conference Manager allows you to edit your server information. For example, if you enable or disable SSL on the Cisco Unified MeetingPlace Application Server, you will need to edit the server URL in MeetingPlace Conference Manager from http to https.

Before You Begin

- If you have not opened the application, double-click the meetingmanager.jnlp icon on your desktop.
- Make sure that you are not logged in to the server that you want to edit. MeetingPlace Conference Manager will not allow you to edit a server that you are currently logged in to.

Procedure

1. Click a server from the Server Name column.

2. Click **Edit Server**.

The Server Details window displays.

3. Edit your fields.
4. Click **OK** to save your edits or **Cancel** to discard your edits.

Related Topics

- [Configuring SSL for the Cisco Unified MeetingPlace Application Server](#)

Removing an Existing Server

When you remove a server, all information about it is permanently removed.

Before You Begin

- If you have not opened the application, double-click the meetingmanager.jnlp icon on your desktop.
- Make sure that you are not logged in to the server that you want to remove. MeetingPlace Conference Manager will not allow you to remove a server that you are currently logged in to.

Procedure

1. Click a server from the Server Name column.
2. Click **Remove Server**.
A confirmation window displays.
3. Click **Yes** to confirm the action or **No** to cancel the action.

Exporting a List of Servers

Before You Begin

- This feature was introduced in Release 7.0.2.
- If you have not opened MeetingPlace Conference Manager, double-click the meetingmanager.jnlp icon on your desktop.

Procedure

1. Click the **Properties** button.
The Application Properties window displays.
2. Click **Export**.
3. Specify the filename and location for saving the file.

Procedure

4. Click **Export**.

Related Topics

- [Importing a List of Servers](#)

Importing a List of Servers

Before You Begin

- This feature was introduced in Release 7.0.2.
- Locate the previously exported list of servers, which must be in XML format.
- If you have not opened MeetingPlace Conference Manager, double-click the meetingmanager.jnlp icon on your desktop.

Procedure

1. Click the **Properties** button.
The Application Properties window displays.
2. Click **Import**.
3. Select the XML file.
4. Click **Import**.
5. Verify that the imported servers appear on the application home page.

Related Topics

- [Exporting a List of Servers](#)
- [Adding a New Server](#)