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## The Meeting Configuration Page

You can set values for the meetings held on your system in the Administration Center by going to the Meeting Configuration page. For descriptions of the fields on that page, see [Meeting Configuration Page](#).

For guidelines on settings values for some of those fields, see [Table: Setting Meeting Configuration Values](#). Not all fields are listed in this table.

**Note:** These guidelines are good defaults for a new system. If your system is already configured with settings that work well for your user base, then keep the existing settings.

**Table: Setting Meeting Configuration Values**

Field	How to Determine the Value
<b>Audio Settings</b>	
Audio licensed ports	Based on the number of ports for which you have licenses. There are two licenses: <a href="#">voiceconf</a> and <a href="#">maxvoice</a> . The number of audio licensed ports is the lesser of these values.  You cannot change this value on the Meeting Configuration page. To change this value, purchase and install additional licenses.
Audio available ports	The number of Audio available ports is equal to the number of <a href="#">Audio licensed ports</a> subject to the availability of hardware resources.
Audio floater ports	See the <a href="#">Recommendations for Determining the Number of Floater Ports</a> .

Audio overbook ports	See the <a href="#">Recommendations for Determining the Number of Overbook Ports</a> .
<b>Video Settings</b>	
Video licensed ports	Based on the number of ports for which you have licenses. There are two licenses: <a href="#">videoconf</a> and <a href="#">maxvideo</a> . The number of video licensed ports is the lesser of these values.  You cannot change this value on the Meeting Configuration page. To change this value, purchase and install additional licenses.
Video available ports	The number of Video available ports is equal to the number of <a href="#">Video licensed ports</a> subject to the availability of hardware resources.
Video floater ports	See the <a href="#">Recommendations for Determining the Number of Floater Ports</a> .
Video overbook ports	See the <a href="#">Recommendations for Determining the Number of Overbook Ports</a> .
<b>Web Settings</b>	
Web licensed ports	Based on the number of ports for which you have licenses. There are two licenses: <a href="#">webconf</a> and <a href="#">maxweb</a> . The number of web licensed ports is the lesser of these values.  You cannot change this value on the Meeting Configuration page. To change this value, purchase and install additional licenses.  You cannot schedule web ports in Cisco Unified MeetingPlace.
<b>Override System Capacity</b>	
Use licensed audio capacity	See the <a href="#">Limitations for Cisco Unified MeetingPlace Licenses</a> .
Audio capacity override (ports)	See the <a href="#">Limitations for Cisco Unified MeetingPlace Licenses</a> .
Use licensed video capacity	See the <a href="#">Limitations for Cisco Unified MeetingPlace Licenses</a> .
Video capacity override (ports)	See the <a href="#">Limitations for Cisco Unified MeetingPlace Licenses</a> .
<b>Global Settings</b>	
Global video mode	See the <a href="#">Recommendations for Determining the Global Video Mode</a> .
Global audio mode	See the <a href="#">Recommendations for Determining the Global Audio Mode</a> .
<b>Meeting Settings</b>	
Maximum ports per reservationless meeting	Limits the total number of all port types that can be used for each reservationless meeting. Ensures that resources are shared adequately among users.
Maximum ports per scheduled meetings	Limits the total number of all port types that can be used for each scheduled meeting. Ensures that resources are shared adequately among users.

## Recommendations for Determining the Number of Floater Ports

Floater ports are used when the actual number of participants for a meeting exceeds the number of ports that were reserved for that meeting. If the meeting runs out of reserved ports, the system uses floater ports for additional participants who join the meeting.

The information in [Table: Recommended Percentages for Overbooking and Floater Ports](#) maximizes the port utilization and capacity of the system, depending on how much traffic is used for reservationless meetings. It contains suggested starting values for overbooking and floater ports. These are expressed as a percentage of the number of ports.

Note that the "% reserved" refers to port usage rather than the number of meetings. Because reserved (or scheduled) meetings tend to be larger than reservationless, their effect is greater.

**Table: Recommended Percentages for Overbooking and Floater Ports**

Usage	Default meeting size	Overbooking %	Floater Port %
All reserved	5-6	33%	30%
R% reserved	3-4	R / 3	50% - (R / 5)
All reservationless	2-3	0	50%

#### Tips

- Use the same recommendations for voice, web, and video.
- Increase the number of floater ports if users complain that their meetings are being forced to terminate at the scheduled end time.
- Decrease the number of floater ports to allow more meetings to be scheduled.
- Reservationless meetings are best served by a small starting meeting size and a larger floater pool, with little or no overbooking.
- Increase the number of audio and video floater ports if your system has frequent meeting recordings.

## Recommendations for Determining the Number of Overbook Ports

Overbook ports provide some leeway in port allocations, based on the assumption that not all reserved licensed ports will be used. When a user schedules a meeting, the system reserves ports based on the specified number of meeting participants. The system uses overbook ports to allow users to schedule more meetings, with more participants, than the system actually has licenses for.

For recommendations, see [Table: Recommended Percentages for Overbooking and Floater Ports](#).

### Tips

- Use the same recommendations for voice, web, and video.
- Increase the overbooking percentage if you find that port utilization is low at times when scheduling failures are high.
- Decrease the overbooking percentage if you have evidence that callers are unable to get into their meetings even though adequate ports were reserved.
- Reservationless meetings are best served by a small starting meeting size and a larger floater pool, with little or no overbooking.
- With scheduled meetings it is best to set the default meeting size to the average (which is typically about 5), and use overbooking to compensate for no-shows and cases where reservations are higher than actual usage.

## Recommendations for Determining the Global Audio Mode

The following applies to the Cisco Unified MeetingPlace 3515 Media Server and Cisco Unified MeetingPlace 3545 Media Server Audio Blades when used alone or in multiple blade situations:

- For High Capacity mode (G.711 with LEC and G.729 without LEC), the Audio Blades have a maximum audio port capacity of 250 at 90% of hardware capacity. When the hardware resource limit is reached, the system sends an alarm and users hear a busy signal when they attempt to access their meeting.
- For High Quality mode (G.711, G.722, G.729 with LEC, and iLBC), the Audio Blades have a maximum audio port capacity of 166 at 60% of hardware capacity. When the hardware resource limit is reached, the system sends an alarm and users hear a busy signal when they attempt to access their meeting.

**Note:** If you use Line Echo Cancellation (LEC) with G.729, you must select the lower capacity audio mode.

Audio Mode	Maximum Audio Port Capacity
G.711, G.729 without LEC (default)	Licensed value: 250 ports/blade
G.711, G.722, G.729 with LEC, iLBC	Licensed value: 166 ports/blade

## Recommendations for Determining the Global Video Mode

The following applies to the Cisco Unified MeetingPlace 3515 Media Server and Cisco Unified MeetingPlace 3545 Media Server Video Blades:

- When used alone Video Blades have the following maximum video port capacity:

- ◆ in "Standard Rate" mode - 48 ports
- ◆ in "High Rate" mode - 24 ports
  
- When used in multiple blade situations (also known as cascading) Video Blades have the following maximum video port capacity:
  - ◆ in "Standard Rate" mode - 40 ports
  - ◆ in "High Rate" mode - 20 ports

Video available ports are equal to Video licensed ports subject to hardware resource availability. When the hardware resource limit is reached, users are unable to send or receive video.

## Continuous Meetings

A continuous meeting is a type of scheduled, recurring meeting that reserves the meeting ID and ports indefinitely, so that participants may join the meeting at any time on any day.

These special characteristics apply to continuous meetings:

- A continuous meeting is in session only when at least one participant is in the meeting.
- A maximum of 1000 continuous meetings can be scheduled on the system.
- Continuous meetings cannot expand port reservations as users join. If all the reserved ports for a continuous meeting are in use, then additional users may join the meeting only if floater ports are available. This restriction applies to audio and video ports. It is common, however, to schedule continuous meetings with zero ports so that no resources are held when the meeting is not in session.
- If a continuous meeting is not scheduled with reserved video resources, then video may be used only if the following statements are true:
  - ◆ Video floater ports are configured and are available at that time.
  - ◆ The Does each audio blade have a video blade field is set to Yes, and the Media Server is set up accordingly.