

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

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Use this page to configure system-wide meeting parameters. To find this page, click **System Configuration > Meeting Configuration**.

**Table: Field Reference: Meeting Configuration Page**

Field	Description
<b>Audio Settings</b>	
Audio licensed ports	<i>Display only.</i> Number of voice licenses installed on the system, determined by the installed voiceconf and maxvoice licenses. To view installed licenses, see <a href="#">Displaying Licenses</a> .
Audio available ports	<p><i>Display only.</i> Number of voice ports for scheduled and reservationless meetings on the system, determined by either the <a href="#">Audio licensed ports</a> field or the <a href="#">Audio capacity override (ports)</a> field. This number is also affected by the <a href="#">Global audio mode</a> field setting.</p> <p>Voice ports are also used by meeting recordings. See <a href="#">Recording Resources and Port Usage</a>.</p> <p>The displayed value determines the maximum possible number of simultaneous voice meeting connections to Cisco Unified MeetingPlace.</p>
Audio floater ports	<p>Number of voice ports that are reserved as floater ports. Floater ports can be used by any meeting to accommodate unanticipated additional attendees. Configuring voice floater ports reduces the number of ports that are available for scheduling meetings.</p> <p>Voice floater ports are also used by meeting recordings. See <a href="#">Recording Resources and Port Usage</a>.</p> <p>Restrictions:</p> <ul style="list-style-type: none"> <li>• This number cannot exceed the value of the <a href="#">Audio available ports</a> field.</li> <li>• Changing the licenses may affect the upper and lower limits for this parameter.</li> </ul> <p>See <a href="#">Recommendations for Determining the Number of Floater Ports</a>.</p>

	Default: 2
Audio overbook ports	<p>Number of voice ports to allow for scheduling meetings that exceed the number of available voice ports on the system. Configuring voice overbook ports increases the risk of users being unable to attend scheduled meetings.</p> <p>If you use this feature, you assume that users who are scheduled to attend meetings do not always attend, leaving their reserved voice ports unused. Once all voice ports are in use, other users who try to attend a voice meeting will not be able to get through.</p> <p>Restrictions:</p> <ul style="list-style-type: none"> <li>• This number cannot exceed twice the value of the <a href="#">Audio available ports</a> field.</li> <li>• Changing the licenses may affect the upper and lower limits for this parameter.</li> </ul> <p>See <a href="#">Recommendations for Determining the Number of Overbook Ports</a>.</p> <p>Default: 0</p>
<b>Video Settings</b>	
Video licensed ports	<i>Display only.</i> Number of video licenses on the system, determined by the installed videoconf and maxvideo licenses. To view installed and enabled licenses, see <a href="#">Displaying Licenses</a> .
Video available ports	<p><i>Display only.</i> Number of video ports for scheduled and reservationless meetings on the system, determined by either the <a href="#">Video licensed ports</a> field or the <a href="#">Video capacity override (ports)</a> field. This number is also affected by the <a href="#">Global video mode</a> field setting.</p> <p>Video ports can also be used by meeting recordings. See <a href="#">Recording Resources and Port Usage</a>.</p> <p>The displayed value determines the maximum possible number of simultaneous video connections to Cisco Unified MeetingPlace.</p>
Video floater ports	<p>Number of video ports that are reserved as floater ports. Floater ports can be used by any meeting to accommodate unanticipated additional attendees.</p> <p>Video floater ports can also be used by meeting recordings. See <a href="#">Recording Resources and Port Usage</a>.</p> <p>Restrictions:</p> <ul style="list-style-type: none"> <li>• This number cannot exceed the value of the <a href="#">Video available ports</a> field.</li> </ul>

	<ul style="list-style-type: none"> <li>• Changing the licenses may affect the upper and lower limits for this parameter.</li> </ul> <p>See <a href="#">Recommendations for Determining the Number of Floater Ports</a>.</p> <p>Default: 0</p>
Video overbook ports	<p>Number of video ports to allow for scheduling meetings that exceed the number of available video ports on the system.</p> <p>If you use this feature, you assume that users who are scheduled to attend meetings do not always attend or use video, leaving their reserved video ports unused. Once all video ports are in use, any other video users who try to attend a meeting will join audio-only; if no voice ports are available at that time, then those users will not be able to attend.</p> <p>Restrictions:</p> <ul style="list-style-type: none"> <li>• This number cannot exceed twice the value of the <a href="#">Video available ports</a> field.</li> <li>• Changing the licenses may affect the upper and lower limits for this parameter.</li> </ul> <p>See <a href="#">Recommendations for Determining the Number of Overbook Ports</a>.</p> <p>Default: 0</p>
<b>Web Settings</b>	
Web licensed ports	<p><i>Display only.</i> Number of web ports for scheduled and reservationless meetings on the system, determined by the installed webconf and maxweb licenses. To view installed and enabled licenses, see <a href="#">Displaying Licenses</a>.</p> <p>The value determines the maximum number of possible simultaneous connections to Cisco Unified MeetingPlace using the full web meeting room.</p> <p>Web ports are allocated on an ad-hoc basis and are never reserved for meetings.</p> <p><b>Note:</b> Cisco Unified MeetingPlace web ports are not used by Cisco WebEx web meetings.</p>
<b>Override System Capacity</b>	
Use licensed audio capacity	<p>Whether the <a href="#">Audio available ports</a> field value is determined by the <a href="#">Audio licensed ports</a> field or the <a href="#">Audio capacity override (ports)</a> field.</p> <p>Recommendation: Set this to No when the licensed capacity is greater than the physical capacity of your system. See <a href="#">Limitations for Cisco Unified MeetingPlace</a></p>

	<p><u>Licenses.</u></p> <p>Default: Yes</p>
Audio capacity override (ports)	<p>Number of voice ports for scheduled and reservationless meetings on the system. This field can be modified only when the <u>Use licensed audio capacity</u> field is set to No.</p> <p>Recommendation: Enter the number of audio ports that are supported by your Media Server. See <u>Limitations for Cisco Unified MeetingPlace Licenses.</u></p>
Use licensed video capacity	<p>Whether the <u>Video available ports</u> field value is determined by the <u>Video licensed ports</u> field or the <u>Video capacity override (ports)</u> field.</p> <p>Recommendation: Set this to No when the licensed capacity is greater than the physical capacity of your system. See <u>Limitations for Cisco Unified MeetingPlace Licenses.</u></p> <p>Default: Yes</p>
Video capacity override (ports)	<p>Configurable number of video ports for scheduled and reservationless meetings on the system. This field is configurable only when the <u>Use licensed video capacity</u> field is set to No.</p> <p>Recommendation: Enter the number of video ports that are supported by your Media Server. See <u>Limitations for Cisco Unified MeetingPlace Licenses.</u></p>
<b>Global Settings</b>	
Global video mode	<p>Limits the bandwidth of video calls:</p> <ul style="list-style-type: none"> <li>• Standard rate-384 kbps maximum</li> <li>• High rate-2 Mbps maximum</li> </ul> <p>See <u>Recommendations for Determining the Global Video Mode.</u></p> <p>Restriction: The maximum bandwidth of video calls may also be limited by the following settings, the lowest of which is enforced:</p> <ul style="list-style-type: none"> <li>• Video Call Bandwidth region parameter in Cisco Unified Communications Manager. See <u>Configuring the Maximum Video Call Bandwidth in Cisco Unified Communications Manager.</u></li> <li>• Bandwidth capabilities and configurations of the video endpoints.</li> </ul> <p>Default: High rate</p>
Global audio mode	<p>Choose between the higher capacity and higher quality options.</p>

	See <a href="#">Recommendations for Determining the Global Audio Mode</a> .
<b>Meeting Settings</b>	
Maximum ports per reservationless meeting	<p>Maximum number of voice, web, or video ports that can be used in a meeting. These fields restrict both of the following:</p> <ul style="list-style-type: none"> <li>• Maximum number of ports that can be <i>reserved</i> when a meeting is scheduled.</li> <li>• Maximum size that a meeting can <i>grow</i> to, even when ports are still available.</li> </ul>
Maximum ports per scheduled meeting	<p>Restrictions:</p> <ul style="list-style-type: none"> <li>• This number cannot exceed the value of either the <a href="#">Audio available ports</a> field or the <a href="#">Web licensed ports</a> field.</li> <li>• The upper and lower limits for this field also depend on the <a href="#">Global video mode</a> and <a href="#">Global audio mode</a> field values.</li> <li>• This number cannot exceed 1000.</li> </ul>
Maximum reserved ports per scheduled meeting (MR2 only)	<p>Default: 6</p> <p>Maximum reserved ports per scheduled meeting (MR2 only) restricts the maximum number of ports that can be reserved when a meeting is scheduled.</p> <ul style="list-style-type: none"> <li>• The upper limit for this field is Maximum ports per scheduled meeting.</li> <li>• The lower limit for this field is 2.</li> </ul>
Default number of ports per audio meeting	<p>Default number of voice ports to reserve for meetings. This value is used in the Number of Participants field when scheduling meetings. This field also applies to reservationless meetings.</p> <p>Restriction: This number cannot exceed the <a href="#">Audio available ports</a> field value.</p> <p>Default: 4</p>
Default meeting length (minutes)	<p>Default length of meetings, in minutes. This value is used in the Duration field when scheduling meetings. This field also applies to reservationless meetings.</p> <p>Restrictions:</p> <ul style="list-style-type: none"> <li>• This number cannot exceed the value entered in the <a href="#">Maximum meeting length (minutes)</a> field.</li> <li>• This field does not apply to meetings that are scheduled from Microsoft Outlook.</li> </ul> <p>Default: 30</p>

Maximum meeting length (minutes)	<p>User cannot schedule meetings longer than this number of minutes. Also, reservationless meetings end after this number of minutes.</p> <p>Restriction: If this value differs from the following, then the lowest value is used:</p> <ul style="list-style-type: none"> <li>• <u>Maximum meeting length (minutes)</u> field in the user profile of the meeting owner.</li> <li>• Maximum Call Duration Timer service parameter in Cisco Unified Communications Manager.</li> </ul> <p>See <u>Configuring the Maximum Call Duration in Cisco Unified Communications Manager</u>.</p> <p>Default: 240</p>
Meeting ID start guard time (minutes)	<p>Number of minutes before the requested meeting start time that the meeting ID is reserved.</p> <p>This field and the <u>Meeting ID end guard time (minutes)</u> field control when meeting IDs are available for reuse and when the system recognizes a meeting ID.</p> <p>Before the meeting ID start guard time, users who try to attend the meeting hear or see on the screen: "This is not a recognized meeting ID number." During the meeting ID start guard time period, users hear: "The meeting has not started."</p> <p>Meeting ID start guard times are not applied to reservationless meetings or meetings that begin immediately.</p> <p>Recommendation: 30. To ensure that meeting IDs are available for reuse, decrease this value if the number of simultaneous meetings to be held on your system is about the same as the number of available meeting IDs. If you also plan to permit consecutive meetings with the same meeting ID, make sure that you set the Early Meeting start parameter so that it is less than or equal to the configured Start Guard time.</p> <p>Default: 30</p>
Meeting ID end guard time (minutes)	<p>Number of minutes after a meeting that the meeting ID is reserved.</p> <p>This field and the <u>Meeting ID start guard time (minutes)</u> field control when meeting IDs are available for reuse and when the system recognizes a meeting ID.</p> <p>During the meeting ID end guard time, users who try to attend the meeting hear or see on the screen: "The meeting has ended." After the meeting ID end guard time</p>

	<p>period, users hear: "This is not a recognized meeting ID number."</p> <p>Meeting ID end guard times are not applied to reservationless meetings or meetings that are user-terminated before the scheduled end time.</p> <p>Recommendation: 15. To ensure that meeting IDs are available for reuse, decrease this value if the number of simultaneous meetings to be held on your system is about the same as the number of available meeting IDs.</p> <p>Default: 30</p>
<p>Extend meeting (minutes)</p>	<p>Whether to extend meetings if they run over the requested duration <i>and</i> if ports are available. Meetings may continue to be extended as long as ports are available, up to the <u>Maximum meeting length (minutes)</u> field value. Specifically for web meeting rooms:</p> <ul style="list-style-type: none"> <li>• For meetings scheduled with zero locations, the web meeting is extended as long as there is at least one participant in the web meeting room.</li> <li>• For meetings scheduled with at least one location, the web meeting is extended only if there are at least two voice meeting participants.</li> </ul> <p>If you select Yes, also enter the number of minutes to extend meetings.</p> <p>If you select No, or if ports are not available at the end of the meeting, callers receive a warning that the meeting will end. The warning time is determined by the <u>Last warning time (minutes)</u> field.</p> <p><b>Note:</b> If you have two consecutive meetings with the same meeting ID, the first occurrence of the meeting (Meeting1) will be extended if the second occurrence (Meeting2) complies with the following condition:</p> <p>Extend Meeting time is less than (Meeting2StartTime - StartGuardTime) - (Meeting1EndTime + EndGuardtime)</p> <p>Default: Yes, 15</p>
<p>Early meeting start (minutes)</p>	<p>Maximum time, in minutes, before the scheduled meeting start that participants may enter the meeting. This field does not apply to reservationless meetings.</p> <p>Restriction: This number cannot exceed the value entered in the <u>Meeting ID start guard time (minutes)</u> field.</p> <p>Recommendation: 10. If you plan to permit consecutive meetings with the same meeting ID, make sure that you set the Early meeting start parameter so that it is less than or equal to the meeting ID start guard time.</p>

	Default: 10
Last warning time (minutes)	Number of minutes before the end of a meeting when the system issues a warning. Default: 2
Minimum meeting password length	Minimum number of characters required in meeting passwords.  A value of 0 means that meeting passwords are never required, even for meetings that are scheduled by users whose user profile <u>Meeting password required</u> field is set to Yes.  Recommendation: Follow your company guidelines for similar telecommunications systems.  Default: 0
Maximum advance days to schedule	How many days in advance users can schedule meetings.  Default: 300
Days until meeting statistics purged	Minimum number of days that meeting data is stored on the Application Server and Web Server. To determine the actual date when the meeting data will be purged: <ul style="list-style-type: none"> <li>• If you enter a value less than 7, then the system purges the meeting data after the specified number <i>plus</i> 7 days. For example, if you enter 5, then the meeting data is purged after 5 + 7 = 12 days.</li> <li>• If you enter a value equal to or greater than 7 days, then the system purges the meeting data after the specified number of days. For example, if you enter 7, then the meeting data is purged after 7 days.</li> </ul> Restriction: Changes to this field apply only to meetings that are scheduled <i>after</i> the field is changed. For each meeting, the system applies the field value that was configured at the time the meeting was scheduled.  This field also affects Cisco Unified MeetingPlace report data. When meetings are purged, they are no longer available for reporting purposes.  Default: 120
Allow vanity meeting IDs	Whether users may request a specific meeting ID when scheduling a meeting. If a user requests a meeting ID that is already reserved for another meeting, the system prompts the user to select another meeting ID.  If you select No, the system generates a unique, randomly generated ID for every scheduled meeting. Users cannot change the assigned meeting IDs.

	Default: Yes
Minimum scheduled meeting ID length	<p>Minimum number of characters in meeting IDs.</p> <p>Note that longer meeting IDs are more secure, because they are more difficult to guess.</p> <p>Restriction: If this value is set to 3 <i>and</i> the scheduler does not enter a vanity meeting ID, the system assigns a four-digit meeting ID to all new meetings.</p> <p>This field was called "Minimum meeting ID length" in Release 7.0.1.</p> <p>Default: 4</p>
Enable rescheduled recurring meetings	<p>Whether to enable users to reschedule recurring meetings.</p> <p>Default: Yes</p>
Disconnect empty port (minutes)	<p>Number of minutes after the scheduled start time that ports are held after all participants leave, even when the scheduled meeting time is not over. This time accounts for longer meetings when people break and return to the meeting. This time also applies if no one comes to the meeting.</p> <p>For meetings that were scheduled with the "Number of Participants" set to 0, this field applies only when one person remains in the web meeting.</p> <p>This parameter does not apply to reservationless meetings.</p> <p>Default: 30</p>
Early meeting port release (minutes)	<p>Number of minutes before the scheduled end of a meeting that ports are released if no ports are in use for that meeting.</p> <p>For meetings that were scheduled with the "Number of Participants" set to 0, this field applies only when one person remains on the web conference.</p> <p>Default: 5</p>
<b>Auto-Answer Devices</b>	
Meeting controls device	<p>Determines whether the meeting owner or the meeting itself controls when auto-answer devices are disconnected from each meeting:</p> <ul style="list-style-type: none"> <li>• No-When the meeting owner leaves the meeting, all auto-answer devices are disconnected from the meeting.</li> </ul>

	<p>If the meeting owner never joins the meeting, then auto-answer devices are disconnected from the meeting when ports are disconnected or released due to the <u>Disconnect empty port (minutes)</u> and <u>Early meeting port release (minutes)</u> settings on the <b>Meeting Configuration Page</b>, whichever field is enforced first.</p> <ul style="list-style-type: none"> <li>• Yes-The <u>Connected until meeting ends</u> field is enforced.</li> </ul> <p>Restriction: You must select <b>Yes</b> if your Cisco Unified MeetingPlace system is integrated with Cisco WebEx. Otherwise, the Cisco WebEx audio recorder will not work.</p> <p>This field was moved from the <u>Remote Server Configuration Page</u> to the <b>Meeting Configuration Page</b> in Release 7.0.2.</p> <p>Default: No</p>
<p>Connected until meeting ends</p>	<p>Determines how meeting-controlled auto-answer devices are disconnected from meetings:</p> <ul style="list-style-type: none"> <li>• No -- All auto-answer devices are disconnected from the meeting when all <i>non</i>-auto-answer participants leave the meeting.</li> <li>• Yes -- Auto-answer devices are disconnected from the meeting when ports are disconnected or released due to the <u>Disconnect empty port (minutes)</u> and <u>Early meeting port release (minutes)</u> settings on the <u>Meeting Configuration Page</u>, whichever field is enforced first.</li> </ul> <p>Restriction: This field is ignored when the <u>Meeting controls device</u> field is set to No.</p> <p>This field was moved from the <u>Remote Server Configuration Page</u> to the <b>Meeting Configuration Page</b> in Release 7.0.2.</p> <p>Default: No</p>
<p>Disconnect when all continuous meeting parties leave</p>	<p>Whether to disconnect auto-answer devices from continuous meetings when all <i>non</i>-auto-answer participants leave the meeting.</p> <p>Recommendation: Set this field to Yes if both the <u>Meeting controls device</u> and <u>Connected until meeting ends</u> fields are also set to Yes. Otherwise, the system will never automatically disconnect auto-answer devices from continuous meetings.</p> <p>This field was moved from the <u>Remote Server Configuration Page</u> to the <b>Meeting Configuration Page</b> in Release 7.0.2.</p> <p>Default: No</p>

<b>Recordings</b>	
Maximum meeting message length (minutes)	Maximum length of each recorded meeting message. Default: 60
Maximum meeting name length (seconds)	Maximum length of recorded meeting names. Default: 4
Maximum participant name length (seconds)	Maximum length of recorded meeting participant names. Default: 4

**Related Topics**

- [Configuring Meetings for Cisco Unified MeetingPlace](#)
- [How to Configure Auto-Answer Devices](#)
- [Configuring Recordings for Cisco Unified MeetingPlace](#)