

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

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This section describes the order in which you should install the components of the Cisco Unified MeetingPlace system for Release 7.0. It assumes that you are starting with a fresh system and not updating an existing system.

### Before You Begin

Read the following before you install the Cisco Unified MeetingPlace system:

- [System Requirements](#)
- [Component Compatibility Matrix](#)
- [Planning Your Deployment](#).

### Procedure

Step #	Step Description	Related Topics
1	Install the Cisco Unified MeetingPlace Application Server onto a Cisco MCS.	<a href="#">How to Install the Cisco Unified MeetingPlace Application Server</a>
2	Physically install the Media Server chassis and Audio Blade: <ul style="list-style-type: none"> <li>• Install in the rack.</li> <li>• Attach cables.</li> <li>• Power on the unit.</li> <li>• Check the front panel indicators.</li> </ul>	<a href="#">Installing the Cisco Unified MeetingPlace Hardware</a>

3	<p>Configure the network interface through the serial port connection:</p> <ul style="list-style-type: none"> <li>• Set the IP address, subnet mask, and Ethernet link speed.</li> <li>• Set the SNMP community names.</li> </ul>	<p><u>Setting Initial Values for the Media Server</u></p>
4	<p>Install and configure any Video Blades associated with this Audio Blade. There can be up to four.</p> <ul style="list-style-type: none"> <li>• Install the blades.</li> <li>• Set the IP address, subnet mask, and Ethernet link speed.</li> <li>• Set the IP address of the Audio Blade.</li> </ul>	<ul style="list-style-type: none"> <li>• <u>Installing the Cisco Unified MeetingPlace Hardware</u></li> <li>• <u>Setting Initial Values for the Media Server</u></li> </ul>
5	<p>Synchronize the Audio and Video Blades.</p>	<p><u>Changing Values for the Media Server</u></p>
6	<p>Ensure that the time is</p>	<p><u>About Time Zones and Clock Settings</u></p>

	synchronized between the Media Server and the Application Server.	
7	(Optional) Configure your Application Server for failover.	<u>How to Set Up a System for Failover (Optional)</u>
8	Install the Cisco Unified MeetingPlace Web Server and Gateway SIM onto a Cisco MCS.	<ul style="list-style-type: none"> <li>• <u>Installing the Cisco Unified MeetingPlace Web Conferencing Server</u></li> <li>• <u>How to Install Cisco Unified MeetingPlace Web Conferencing for a Segmented Meeting Access (SMA) Deployment</u></li> <li>• <u>Installing Cisco Unified MeetingPlace Web Conferencing in a Load-Balancing Configuration</u></li> </ul>
9	Configure the Application Server from the Cisco Unified MeetingPlace Administration Center.	<u>Configuration</u>
10	Configure the Web Server from the Cisco Unified MeetingPlace Web Interface.	<u>Configuration</u>
11	Configure the software settings for the Cisco Unified MeetingPlace Media Server.	<ul style="list-style-type: none"> <li>• <u>Using the Media Server Administrator (MSA) Interface</u></li> <li>• <u>Configuring the Audio and Video Blades</u></li> <li>• <u>Configuring the Media Server Using the MSA Interface</u></li> <li>• <u>Troubleshooting the Cisco Unified MeetingPlace 3500 Series Media Server</u></li> </ul>
12	(Optional) Configure your system to use Cisco WebEx.	<u>Configuration</u>
13	(Optional) Install and configure Cisco Unified MeetingPlace for Microsoft Outlook. This integration allows you to schedule and	<ul style="list-style-type: none"> <li>• (Release 7.0.1) See <u>Integrating with Microsoft Outlook</u></li> <li>• (Release 7.0.2 and later) The Cisco Unified MeetingPlace for Microsoft Outlook integration is installed as part of the Application Server and Web Server installation. No extra steps are necessary.</li> </ul>

	<p>attend Cisco Unified MeetingPlace meetings from Microsoft Outlook and to receive e-mail notifications in Microsoft Outlook for meetings scheduled from the Cisco Unified MeetingPlace web interface.</p> <p><b>Note:</b> You can only install one e-mail notification integration on a particular Cisco MCS. Choose between Microsoft Outlook and IBM Lotus Notes. To install both e-mail notifications, use two Cisco MCSs.</p>	
<p>14</p>	<p>(Optional) Install and configure Cisco Unified MeetingPlace for IBM Lotus Notes. This integration allows you to schedule and attend Cisco Unified MeetingPlace meetings from IBM Lotus Notes and to receive e-mail notifications in IBM Lotus</p>	<p><u>Integrating with IBM Lotus Notes</u></p>

	<p>Notes for meetings scheduled from the Cisco Unified MeetingPlace web interface.</p> <p><b>Note:</b> You can only install one e-mail notification integration on a particular Cisco MCS. Choose between Microsoft Outlook and IBM Lotus Notes. To install both e-mail notifications, use two Cisco MCSs.</p>	
15	<p>(Optional) Install and configure Cisco Unified MeetingPlace for Microsoft Office Communicator (MOC). This integration allows you to schedule and attend Cisco Unified MeetingPlace meetings from a MOC client.</p>	<p><u>Integrating with Microsoft Office Communicator</u></p>
16	<p>(Optional) Install and configure Cisco Unified MeetingPlace for Jabber Messenger. This integration allows you to schedule and</p>	<p><u>Integrating with Jabber</u></p>

	attend Cisco Unified MeetingPlace meetings from a Jabber Messenger client.	
17	(Optional) Install and configure Cisco Unified MeetingPlace for IBM Lotus Sametime Messaging. This integration allows you to schedule and attend Cisco Unified MeetingPlace meetings from an IBM Lotus Sametime client.	<u>Integrating with IBM Lotus Sametime Instant Messaging</u>
18	(Optional) Install and configure IBM Lotus Sametime Web Conference with Cisco Unified MeetingPlace. This integration allows you to provide Sametime users with integrated web and audio conferencing capabilities.	<u>Integrating with IBM Lotus Sametime Web Conference</u>
19	Distribute end-user documentation, such as the <i>End User Guide for Cisco Unified MeetingPlace Release 7.0</i> and the various Quick Start	These documents are available at <a href="http://www.cisco.com/en/US/products/sw/ps5664/ps5669/prod_installation_guides_list.html">http://www.cisco.com/en/US/products/sw/ps5664/ps5669/prod_installation_guides_list.html</a> .

Guides to your end users.	
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