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Note: We recommend that you **PRINT** this page and use it as a worksheet when working with your Cisco Unified MeetingPlace Account Team to plan your new deployment.

These are guidelines for determining the number of audio ports for a new system. These guidelines were developed using industry standard conferencing usage assumptions. Actual usage may vary based on several factors including multiple time zones, business hours (24/7 vs 8/5) and community usage behavior. Guidelines were based on formulas provided in tables below as typical usage factors. If an existing Service Provider can supply current conferencing peak hour port usage or monthly minutes for several months, those also should be used in estimating for an on premises MeetingPlace system but experience indicates that growth should be expected. If you have actual MeetingPlace usage data, please gather the actual conferencing port usage from your existing system to determine the number of ports required. An actual system may be able to support more users or less users based on actual conference usage. In addition your actual system may support more meetings or less meetings as well. After a MeetingPlace System is installed, monitoring the Monthly Port Utilization Reports will provide actual usage for measuring growth and actual usage patterns.

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Table 1 - Maximum Port Capacities

Cisco Unified MeetingPlace Release/Model	Max High Capacity Ports	Max Multiple Codec Ports	Estimated Users	Estimated Meetings per day	Estimated Audio Minutes/Month	Web Conferencing Sessions
Release 7.x (7845s)	1500 (G.711 and G.729 no LEC)	N/A	30,000	1500	6 million	1000 on 3 MP Web (non-SSL) OR 1000 WebEx

						SaaS
Release 7.x (7845s)	N/A	996	20,000	996	3.9 million	1000 on 3 MP Web (non-SSL) OR 1000 WebEx SaaS

System Sizing Calculation Methods

- Method 1: Minutes per Month
- Method 2: Number of Users
- Method 3: Actual Peak Usage

Method 1: Minutes per Month

In the following table, M = Monthly minutes.

Range	Estimated Ports
20,000 to 72,000 minutes per month	Ports = M/1500
50,000 to 500,000 minutes per month	Ports = M/2000
500,000 to 1 million minutes per month	Ports = M/3000
1 million to 2 million minutes per month	Ports = M/3500
> 2 million minutes per month	Ports = M/4000

Example:

M = 750,000 minutes per month

Port estimate = 750,000 / 3000 = 250 ports

Enter your port estimate based on this method (Method 1): _____

Method 2: Number of Users

In the following table, U = Number of profiled users.

Range	Estimated Ports
Average usage	U/20
Heavy usage	U/15

Example:

U = 15,000 users (very active user base)

Port estimate = 15,000 / 15 = 1,000 ports

Enter your port estimate based on this method (Method 2): _____

Method 3: Actual Peak Usage

In the following table, P = Actual peak use.

Description	Estimated Ports
From actual conferencing use during peak hours, as obtained from service provider bills. An additional 30% is recommended to protect against busy signals.	P + 30%

Example:

U = 300 peak concurrent users

Port estimate = 300 * 1.3 = 390 ports

Enter your port estimate based on this method (Method 3): _____

Factors that Affect System Sizing

Use the highest estimate provided by the three methods in the System Sizing Calculation Methods section as the baseline port requirement.

Baseline port requirement: _____

Then apply the following factors to refine the estimate.

1. Are you moving from an "operator-scheduled" model to a user-scheduled or reservationless model on Cisco Unified MeetingPlace?

If YES add 20% to the baseline.

2. Do you have average sized meetings larger than the default assumption of 4.5 callers?

If YES, what is the average sized meeting? _____

3. What is your maximum number of meetings per day? _____

If Max meetings per day * average users per meeting is greater than 80% of baseline, increase the estimate accordingly.

4. How large is your expected largest single meeting?

If the largest single meeting exceeds 20% of the estimated capacity, increase the estimate accordingly.

5. How many continuous meetings with "dedicated" ports will be needed? For example, 10 meetings with 10 callers each adds an additional 100 required ports to the system.

Add the total quantity from your answers to questions 1-5 and add it to the total estimate.

Baseline port requirement + additional quantity = **Total Port Estimate:** _____

Check Against Maximum Capacity

Answer the following questions to determine whether or not Cisco Unified MeetingPlace is the appropriate system for you.

1. Do you require codecs other than G.711?

2. Is Line Echo Cancellation (LEC) provided by Cisco Unified MeetingPlace or an external device, such as an ISR router?

3. Does the total port estimate exceed 80% of the maximum supported capacity from Table 1 - Maximum Port Capacities?

If you answered YES, your system may not have enough room for growth and Cisco Unified MeetingPlace may not be the appropriate solution for you.