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Use this report to see what percentage of scheduled ports were not used during a specified time range. The output can help you determine the appropriate settings for your overbook and floater ports.

To find this page, click **Reports > Unattended Ports Report**.

**Note:** This page was introduced in Cisco Unified MeetingPlace Release 7.0.2.

**Table: Field Reference: Unattended Ports Report Page**

| <b>Field</b>    | <b>Description</b>  |
|-----------------|---|
| Destination     | Select an output option.<br><br>The File option uses the Portable Network Graphics (PNG) format.<br><br>Default: Screen |
| Date            | Default: today (mm/dd/yyyy)   |
| Start time      | The hour you want the port utilization report data to begin.<br><br>Default: 8:00 AM                                    |
| End time        | The hour you want the port utilization report data to end.<br><br>Default: 5:00 PM                                      |
| Conference type | Whether you want report data about voice, web, or video meetings.<br><br>Default: Voice                                 |

**Output Reference: Unattended Ports Report**

The report output is a chart that shows the following information:

- Date and times represented by the report.
- Number of licensed ports on the system for the selected Conference type.
- Unattended Ports (red data)-Percentage of scheduled ports that exceeded the actual number of meeting participants.
- No Show Ports (blue data)-Percentage of scheduled ports for meetings that never took place
- Average percentage of unused scheduled ports during the specified time range.

**Related Topics**

- [Running Reports and Exporting Data from Cisco Unified MeetingPlace](#)