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This procedure describes how to synchronize the settings for the early start time and for the maximum advance days to schedule on the IBM Lotus Sametime server and on the Cisco Unified MeetingPlace Application Server.

The early meeting start time is the maximum time in minutes before the scheduled meeting starts that participants can enter the meeting. The default setting on the IBM Lotus Sametime server and the Cisco Unified MeetingPlace Application Server is 10 minutes.

The maximum advance days to schedule is the number of days in advance that users can schedule meetings. There is no default setting on the IBM Lotus Sametime server, but the default setting on the Cisco Unified MeetingPlace Application Server is 300 days.

#### Procedure

1. Decide what values you want for the early start time and for the maximum advance days to schedule.
2. Set the values on the Cisco Unified MeetingPlace Application Server:
  1. Log in to the Cisco Unified MeetingPlace Administration Center.
  2. Select **System Configuration > Meeting Configuration**.
  3. Scroll to the Meeting Settings section.
  4. Adjust the **Early Meeting Start** and **Maximum Days in Advance to Schedule** to the values you decided.
  5. Click **Save**.
3. Modify the Sametime.ini file on the IBM Lotus Sametime server:
  1. Go to the default installation location (C:\Program Files\IBM\Lotus\Domino).
  2. Open the Sametime.ini file.
  3. Find the [Config] section.
  4. Add the MeetingStartEarlyMinutes parameter (if it does not exist), and set it to the value configured on the Application Server.
  5. Save and close the file.
4. Modify the Notes.ini file on the IBM Lotus Sametime server:
  1. Open the Notes.ini file.
  2. Search for the STScheduleLimitDays parameter.
  3. If it does not exist, add it to the end of the file, and set it to the value configured on the Application Server.

This setting also applies to repeating meetings. You cannot schedule repeating meetings past the number of days specified.
  4. Save and close the file.
5. Restart the IBM Lotus Sametime server to enable these settings.
6. Whenever you make changes to the settings, make sure to adjust the settings on both the IBM Lotus Sametime server and on the Application Server.