

**Main page:** [Cisco Unified MeetingPlace Express, Release 2.x](#)

Use the File Cleanup feature to delete directories that contain voice files, such as meeting recordings and recorded user names, for end users who have been removed from your Cisco Unified MeetingPlace Express database.

**Note:** Because of the large amount of voice storage available in the Cisco Unified MeetingPlace Express system, this feature is rarely used. Perform a file cleanup only if your system runs low on voice storage; for example, if you have problems recording meetings or user names or if the prompt reports that voice storage is full.

#### Procedure

1. Log in to Cisco Unified MeetingPlace Express and click **Administration**.
2. Click **Maintenance > File Cleanup**.
3. Click **Execute**.

#### Related Topics

- [Field Reference: File Cleanup](#)