Main page: Cisco Unified MeetingPlace Express, Release 2.x

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This page is used to configure system-wide meeting parameters.

Table: Fields on the Meeting Configuration Page

Field	Description	Value
Total System Resource Units (SRUs)	Total number of SRUs available in the system. This shows the system capacity, based on hardware preferences such as the type of MCS and the number and speed of the CPUs. One SRU corresponds to one G.711 voice port, or to one video port with a Max Bit Rate of 384 Kbps.	-
Remaining SRUs for video	Number of SRUs that remain after voice, web, and the initial video resources are deducted from the Total System Resource Units (SRUs). Voice resources are calculated as follows: number of G.711 ports + (number of G.729a ports * 5) because one G.729a voice port equals 5 SRUs. Web resources are counted as 2 SRUs each. Initial video resources are the same as the number of licensed video ports because the system initially assumes that the value of Max Bit Rate is 386 Kbps. The SRUs that remain after this deduction are used for video when needed; for example, if a lot of concurrent clients use high quality video types that have a Max Bit Rate higher than 384 Kbps.	-
Audio licensed ports	(Read only) Number of voice ports for scheduled and reservationless meetings on the system, determined by the installed voiceconf and maxvoice licenses. To view installed and enabled licenses, see the Displaying Licenses.	-

	The displayed value determines the maximum possible number of simultaneous voice meeting connections to Cisco Unified MeetingPlace Express.	
Audio available ports	Number of voice ports that can be used in the system. This is the sum of configured G.711 and G.729a voice ports. If your system only uses G.711 ports for voice, then this has the same value as the Audio licensed ports parameter. If your system uses G.729a ports, they will consume resources from the SRU pool if available (along with video). When there are not enough remaining SRUs in the system, adding more G.729a ports will consume G.711 ports, which causes the value of this parameter to drop below the value of the Audio licensed ports parameter.	-
G.711 ports (cost per port: 1 SRUs)	Number of G.711 (standard quality) voice ports. You cannot configure this value directly; this value depends on the system license and the number of G.729 ports. If the value of the G.729 ports is 0, all voice ports are considered to be G.711, i.e. this value equals the number of Audio licensed ports. When the number of G.729 ports increases, the number of G.711 ports decreases.	-
G.729 ports (cost per port: 5 SRUs)	Number of G.729a (high quality) voice ports. As the configured number of G.729 ports increases, it can cause the number of total system ports to decrease, depending on the number G.729 ports configured. **Note:** You cannot set this value on this page. You can only change it by clicking **change**, which brings up the Change Number of Ports page. After you make the change on the Change Number of Ports page, you must click **Save** on the Meeting Configuration page or else the change from the previous page won't be saved.	-
Audio floater ports [[Cisco Unified MeetingPlace Express, Release 2.x -- Field Reference: Meeting Configuration#[1]	Number of voice ports that are reserved as floater ports. Floater ports can be used by any meeting to accommodate unanticipated additional attendees. Configuring voice floater ports reduces the number of ports that are available for scheduling meetings. Restriction: This number cannot exceed the value of the Audio licensed ports field. Recommendation: See the System Capacity Planning.	See range displayed next to field. Default: 20

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Audio overbook ports[[Cisco Unified MeetingPlace Express, Release 2.x -- Field Reference: Meeting Configuration#[1]	Number of voice ports to allow for scheduling meetings that exceed the number of available voice ports on the system. Configuring voice overbook ports increases the risk of users being unable to attend scheduled meetings. If you use this feature, you assume that users who are scheduled to attend meetings do not always attend, leaving their reserved voice ports unused. Once all voice ports are in use, other users who try to attend a voice meeting will not be able to get through. Restriction: This number cannot exceed twice the value of the Audio licensed ports field. Recommendation: See the System Capacity Planning.	See range displayed next to field. Default: 30
Video licensed ports	(Read only) Number of video ports for scheduled and reservationless meetings on the system, determined by the installed videoconf and maxvideo licenses. To view installed and enabled licenses, see the Displaying Licenses. The value determines the maximum number of possible simultaneous connections to Cisco Unified MeetingPlace Express using video.	-
Video floater ports [[Cisco Unified MeetingPlace Express, Release 2.x -- Field Reference: Meeting Configuration#[1]	Number of video ports that are reserved as floater ports. Floater ports can be used by any meeting to accommodate unanticipated additional attendees. Restriction: This number cannot exceed the value of the Video licensed ports field. Recommendation: See the System Capacity Planning.	See range displayed next to field. Default: 20
Video overbook ports[[Cisco Unified MeetingPlace Express, Release 2.x -- Field Reference: Meeting Configuration#[1]	Number of video ports to allow for scheduling meetings that exceed the number of available video ports on the system. If you use this feature, you assume that users who are scheduled to attend meetings do not always attend, leaving their reserved video ports unused. Once all video ports are in use, any other users who try to attend a video meeting will not be able to get through. Restriction: This number cannot exceed twice the value of the Video licensed ports field.	See range displayed next to field. Default: 30

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	Recommendation: See the System Capacity Planning.	
Web licensed ports	(Read only) Number of web ports for scheduled and reservationless meetings on the system, determined by the installed webconf and maxweb licenses. To view installed and enabled licenses, see the Displaying Licenses. The value determines the maximum number of possible simultaneous connections to Cisco Unified MeetingPlace Express using the full web meeting room.	-
Web floater ports [[Cisco Unified MeetingPlace Express, Release 2.x -- Field Reference: Meeting Configuration#[1]	Number of web ports that are reserved as floater ports. Floater ports can be used by any meeting to accommodate unanticipated additional attendees. Restriction: This number cannot exceed the value of the Web licensed ports field. Recommendation: See the System Capacity Planning.	See range displayed next to field. Default: 20
Web overbook ports[[Cisco Unified MeetingPlace Express, Release 2.x -- Field Reference: Meeting Configuration#[1]	Number of web ports to allow for scheduling meetings that exceed the number of available web ports on the system. If you use this feature, you assume that users who are scheduled to attend meetings do not always attend, leaving their reserved web ports unused. Once all web ports are in use, any other users who try to attend a full web meeting will not be able to get through. Restriction: This number cannot exceed twice the value of the Web licensed ports field. Recommendation: See the System Capacity Planning.	See range displayed next to field. Default: 30
Maximum ports per meeting for reservationless meetings[[Cisco Unified MeetingPlace Express, Release 2.x -- Field Reference: Meeting Configuration#[1]	Number of web or voice ports that can be reserved for individual reservationless meetings. Restriction: This number cannot exceed the value of either the Audio licensed ports field or the Web licensed ports field. Recommendation: Consider the size of typical meetings for your company and users.	See range displayed next to field. Default: 120
Maximum ports per meeting for scheduled meetings[[Cisco Unified MeetingPlace Express, Release 2.x -- Field Reference:	Number of web or voice ports that can be reserved for individual scheduled meetings.	See range displayed next to field.

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	Restriction: This number cannot exceed the value of either the Audio licensed ports field or the Web licensed ports field.	Default: 120
	Recommendation: Consider the size of typical meetings for your company and users.	
Default number of ports per meeting[[Cisco Unified MeetingPlace Express, Release 2.x -- Field Reference: Meeting Configuration#[1]	Default number of voice and web ports to reserve for meetings. This value is used on the Schedule Meeting page for profiled users, as the default number that appears in the Number of Participants field.	See range displayed next to field.
	Restriction: This number cannot exceed the number displayed in either the Audio licensed ports field or the Web licensed ports field.	Default: 4
Default length of meeting (minutes)	Default length of meetings, in minutes. This value is used on the Schedule Meeting page for profiled users, as the default number that appears in the Duration field. This field also applies to reservationless meetings.	Range: 5 to 1440
	Restriction: This number cannot exceed the value entered in the Maximum meeting length (minutes) field.	Default: 30
	Recommendation: Consider the length of typical meetings for your company and users.	
Maximum meeting length (minutes)	Maximum length of a meeting, in minutes. Specifically: • Users cannot schedule meetings longer than this number of minutes. • Reservationless meetings end after this number of minutes.	Range: 30 to 1440
		Default: 240
	Recommendation: Consider the length of typical meetings for your company and users.	
Meeting ID start guard time (minutes)	Number of minutes before the requested meeting start time that the associated meeting ID is reserved.	Range: 0 to 1440
	This field and the Meeting ID end guard time (minutes) field control when meeting IDs are available for reuse and when the system recognizes a meeting ID.	Default: 30
	Before the meeting ID start guard time, users who try to attend the meeting hear or see on the screen: "This is not a recognized meeting ID number." During the meeting ID start guard time period, users hear: "The meeting has not	

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	started."	
	Restriction: This field does not apply to reservationless meetings.	
	Recommendation: 30. Nevertheless, to ensure that meeting IDs are available for reuse, decrease this value if the number of simultaneous meetings to be held on your system is about the same as the number of available meeting IDs.	
Meeting ID end guard time (minutes)	Number of minutes after a meeting that the associated meeting ID is reserved.	Range: 0 to 1440
	This field and the Meeting ID start guard time (minutes) field control when meeting IDs are available for reuse and when the system recognizes a meeting ID.	
	During the meeting ID end guard time, users who try to attend the meeting hear or see on the screen: "The meeting has ended." After the meeting ID end guard time period, users hear: "This is not a recognized meeting ID number."	
	Restriction: This field does not apply to reservationless meetings.	Default: 30
	Recommendation: 15. Nevertheless, to ensure that meeting IDs are available for reuse, decrease this value if the number of simultaneous meetings to be held on your system is about the same as the number of available meeting IDs.	
Extend meeting (minutes)	Whether to extend meetings if they run over the requested duration *and* if ports are available. Meetings may continue to be extended as long as ports are available, up to the Maximum meeting length (minutes) field setting.	Yes/No Default: Yes
	If you select Yes, also enter the number of minutes to extend meetings.	Range: 10 to 60
	If you select No, or if ports are not available at the end of the meeting, callers receive a warning that the meeting will end. The warning time is determined by the Last warning time field.	Default: 15

	Restriction: This field does not apply to reservationless meetings.	
Early meeting start (minutes)	Maximum time, in minutes, before the scheduled meeting start that participants may enter the meeting. Restrictions: • This number cannot exceed the value entered in the Meeting ID start guard time (minutes) field. • This field does not apply to reservationless meetings. Recommendation: 10.	Range: 0 to 30 Default: 10
Last warning time	Number of minutes before the end of a meeting when the system issues a warning.	Range: 2 to 10 Default:2
Minimum meeting password length	Minimum number of characters required in meeting passwords. A value of 0 means that meeting passwords are never required, even for meetings that are scheduled by users whose user profile Password required field is set to Yes. **Tip:** Follow your company guidelines for similar telecommunications systems.	Range: 0 to 11 Default:0
Maximum advance days to schedule	How many days in advance users can schedule meetings.	Range: 1 to 729 Default: 300
Days until meeting recordings purged	Number of days that recordings are stored on the system. Restriction: Changes to this field apply only to meetings that are scheduled *after* the field is changed. For each meeting, the system applies the field value that was configured at the time the meeting was scheduled.	Range: 0 to 60 Default:7
Days until meeting statistics purged	Number of days that historical meeting data is stored on the system. Restriction: Changes to this field apply only to meetings that are scheduled *after* the field is changed. For each meeting, the system applies the field value that was configured at the time the meeting was scheduled.	Range: 0 to 180 Default:120
Allow vanity meeting IDs	Whether users may request a specific meeting ID when scheduling a meeting. If a user requests a meeting ID that	Yes/No

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	is already reserved for another meeting, the system prompts the user to select another meeting ID. If you select No, the system generates a unique, randomly generated ID for every scheduled meeting. Users cannot change the assigned meeting IDs.	Default: Yes
Minimum meeting ID length	Minimum number of characters in meeting IDs. Restriction: If this value is set to 3 *and* the scheduler does not enter a vanity meeting ID, the system assigns a 4-digit meeting ID to all new meetings. **Tip:** Longer meeting IDs are more secure, because they are more difficult to guess.	Range: 3 to 9 Default: 4
Enable reservationless	Whether reservationless meetings are allowed on the system. **Note:** To disable reservationless meetings, change this setting to No and then, restart the system.	Yes/No Default: Yes
Reservationless: Allow 3rd party initiate	Whether profiled users can start a reservationless meeting before the meeting owner joins.	Yes/No Default: Yes
Reservationless: Bill 3rd-party initiator	Whether each reservationless meeting is billed to the user who starts the meeting or to the meeting owner (no matter who starts the meeting).	Yes/No Default: No
Host all meetings on external server	If SMA is enabled, whether to automatically host all web meetings on the external server. This allows voice and video meetings to be scaled higher on the primary server.	Yes/No Default: No

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