

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

Profiled users can schedule meetings to begin immediately or sometime in the future. Unlike a reservationless meeting, a scheduled meeting gives the scheduler control over meeting details. System administrators, in turn, have control over which parameters can be specified by meeting schedulers.

## Contents

- [1 Configuring System-Wide Parameters for Scheduled and Reservationless Meetings](#)
  - ◆ [1.1 Before You Begin](#)
  - ◆ [1.2 Procedure](#)
  - ◆ [1.3 Related Topics](#)
- [2 Enabling Users to Schedule Reservationless Meetings](#)
  - ◆ [2.1 Before You Begin](#)
  - ◆ [2.2 Procedure](#)
  - ◆ [2.3 Related Topics](#)
- [3 Enabling Users to Reserve Voice Ports for Scheduled Meetings](#)
  - ◆ [3.1 Before You Begin](#)
  - ◆ [3.2 Procedure](#)
  - ◆ [3.3 Related Topics](#)
- [4 Enabling Users to Reserve Web Ports for Scheduled Meetings](#)
  - ◆ [4.1 Before You Begin](#)
  - ◆ [4.2 Procedure](#)
  - ◆ [4.3 Related Topics](#)
- [5 Enabling Users to Schedule Zero-Port Voice Meetings](#)
  - ◆ [5.1 Before You Begin](#)
  - ◆ [5.2 Procedure](#)
  - ◆ [5.3 Related Topics](#)
- [6 Enabling Users to Schedule Web-Only Meetings](#)
  - ◆ [6.1 Related Topics](#)
- [7 Enabling Users to Schedule Continuous Meetings](#)
  - ◆ [7.1 Restriction](#)
  - ◆ [7.2 Before You Begin](#)
  - ◆ [7.3 Procedure](#)
  - ◆ [7.4 Related Topics](#)
- [8 Configuring Direct Meeting Dial-In](#)
  - ◆ [8.1 Before You Begin](#)
  - ◆ [8.2 Procedure](#)
  - ◆ [8.3 Related Topics](#)
- [9 Displaying Meeting Times Using a 12- or 24-Hour Clock](#)
  - ◆ [9.1 Procedure](#)
  - ◆ [9.2 Related Topics](#)
- [10 Configuring Parameters that Affect Sound Quality](#)
  - ◆ [10.1 Procedure](#)
  - ◆ [10.2 Related Topics](#)
- [11 Managing Video Types](#)

- ◆ [11.1 Procedure](#)
- ◆ [11.2 Related Topics](#)
- [12 Navigating the Video Type Management Page](#)
  - ◆ [12.1 Table: Video Type Management Page Options](#)
- [13 Setting Up a Video Endpoint](#)
  - ◆ [13.1 Before You Begin](#)
  - ◆ [13.2 Procedure](#)

## Configuring System-Wide Parameters for Scheduled and Reservationless Meetings

### Before You Begin

- To support more than six voice, web, or video ports for scheduled and reservationless meetings, install the [systemsoftware](#), [voiceconf](#), [webconf](#), and [videoconf](#) licenses on your system.

### Procedure

1. Log in to Cisco Unified MeetingPlace Express and click **Administration**.
2. Click **System Configuration > Meeting Configuration**.
3. Enter or change the values in the fields.
4. Click **Save**.

### Related Topics

- [Field Reference: Meeting Configuration](#)

## Enabling Users to Schedule Reservationless Meetings

Reservationless meetings begin immediately and without any user-entered meeting details. Reservationless meetings are useful for impromptu meetings, but the meeting owner has far less control of the reservationless meeting parameters than with scheduled immediate meetings.

### Before You Begin

- Complete the task described in the [Configuring System-Wide Parameters for Scheduled and Reservationless Meetings](#).

### Procedure

1. Log in to Cisco Unified MeetingPlace Express and click **Administration**.
2. Click **Meeting Configuration**.
3. Configure the following fields:

- ◆ [Enable reservationless](#)-Select **Yes**.
  - ◆ [Maximum ports per meeting for reservationless meetings](#)-Optional.
  - ◆ [Reservationless: Allow 3rd party initiate](#)-Optional.
  - ◆ [Reservationless: Bill 3rd-party initiator](#)-Optional.
4. Click **Save**.
  5. Click **User Configuration**.
  6. To configure a user group, click **User Group Management**. To configure an individual user profile, click **User Profile Management**.
  7. To configure an existing user group or user profile, click **Edit**. To configure a new user group or user profile, click **Add New**.
  8. To enable the user or user group to set up and own reservationless meetings, set the [Use reservationless](#) field to **Yes**.
  9. (Optional) To improve the security of your system by requiring meeting passwords for all meetings that are owned by the user or user group, set the [Password required](#) field to **Yes**.
  10. Click **Save**.
  11. Repeat [Step 5](#) through [Step 10](#) for all user groups and user profiles for which you want to enable reservationless meetings.

#### Related Topics

- [Field Reference: Meeting Configuration](#)
- [Field Reference: Edit User Groups Details](#)
- [Field Reference: Edit User Profiles Details](#)

## Enabling Users to Reserve Voice Ports for Scheduled Meetings

#### Before You Begin

- Complete the task described in the [Configuring System-Wide Parameters for Scheduled and Reservationless Meetings](#).

#### Procedure

1. Log in to Cisco Unified MeetingPlace Express and click **Administration**.
2. Click **User Configuration**.
3. To configure a user group, click **User Group Management**. To configure an individual user profile, click **User Profile Management**.
4. To configure an existing user group or user profile, click **Edit**. To configure a new user group or user profile, click **Add New**.
5. Set the [Reserve voice licenses when setting up meetings](#) field to **Yes**.  
**Note:** Changes to these fields are applied to each user after the user next logs in to Cisco Unified MeetingPlace Express. Therefore, if a user is logged in when this field is modified, the previous setting applies until the user logs out and logs back in.
6. Click **Save**.
7. Repeat [Step 2](#) through [Step 6](#) for all user groups and user profiles for which you want to enable voice port reservations.

## Related Topics

- [Field Reference: Edit User Groups Details](#)
- [Field Reference: Edit User Profiles Details](#)

# Enabling Users to Reserve Web Ports for Scheduled Meetings

## Before You Begin

- Complete the task described in the [Configuring System-Wide Parameters for Scheduled and Reservationless Meetings](#).
- If your system has fewer available web ports than voice ports, perform this task only for a limited number of end users. For most end users, set the [Host web meetings with](#) field to "Participant list only (no licenses required)." This configuration helps to keep web ports available for the users who need the full web meeting room to share files or applications.
- If you want all or most users to be able to schedule full web meetings, make sure that an equal number of web ports and voice ports are available on your system.
- If you install the [systemsoftware](#) license and integrate Cisco Unified MeetingPlace Express with Cisco Unified Personal Communicator, make sure that you have enough web ports on your Cisco Unified MeetingPlace Express system to accommodate both of the following types of web meetings:
  - ◆ Web-only meetings that are initiated through Cisco Unified Personal Communicator
  - ◆ Full web meetings that are initiated through Cisco Unified MeetingPlace Express

## Procedure

1. Log in to Cisco Unified MeetingPlace Express and click **Administration**.
2. Click **User Configuration**.
3. To configure a user group, click **User Group Management**. To configure an individual user profile, click **User Profile Management**.
4. To configure an existing user group or user profile, click **Edit**. To configure a new user group or user profile, click **Add New**.
5. Set the [Host web meetings with](#) field to **Full meeting room (licenses required)**.  
**Note:** Changing this field only applies to each user after the user next logs in to Cisco Unified MeetingPlace Express. Therefore, if a user is logged in when this field is modified, the previous setting applies until the user logs out and logs back in.
6. Click **Save**.
7. Repeat [Step 2](#) through [Step 6](#) for all user groups and user profiles for which you want to enable web port reservations.

## Related Topics

- [Field Reference: Edit User Groups Details](#)
- [Field Reference: Edit User Profiles Details](#)
- [Integrating Cisco Unified MeetingPlace Express With Cisco Unified Personal Communicator](#)

## Enabling Users to Schedule Zero-Port Voice Meetings

Zero-port voice meetings are scheduled meetings that have the following characteristics:

- No voice ports are reserved when zero-port voice meetings are scheduled. Therefore, there is no limit to the number of zero-port voice meetings that can be scheduled on Cisco Unified MeetingPlace Express at any time.
- Users may join a zero-port voice meeting using voice only if voice ports or voice floater ports are available at that time. When a user joins a zero-port voice meeting, that user utilizes one voice port.
- Users who can schedule zero-port voice meetings are always restricted from reserving voice ports for scheduled meetings.

### Before You Begin

- Complete the task described in the [Configuring System-Wide Parameters for Scheduled and Reservationless Meetings](#).

### Procedure

1. Log in to Cisco Unified MeetingPlace Express and click **Administration**.
2. Click **User Configuration**.
3. To configure a user group, click **User Group Management**. To configure an individual user profile, click **User Profile Management**.
4. To configure an existing user group or user profile, click **Edit**. To configure a new user group or user profile, click **Add New**.
5. Set the [Reserve voice licenses when setting up meetings](#) field to **No**.  
**Note:** Changes to this field are applied to each user after the user next logs in to Cisco Unified MeetingPlace Express. Therefore, if a user is logged in when this field is modified, the previous setting applies until the user logs out and logs back in.
6. Click **Save**.
7. Repeat [Step 2](#) through [Step 6](#) for all user groups and user profiles for which you want to enable the scheduling of zero-port voice meetings only.

### Related Topics

- [Field Reference: Edit User Groups Details](#)
- [Field Reference: Edit User Profiles Details](#)

## Enabling Users to Schedule Web-Only Meetings

Web-only meetings are scheduled meetings that have no voice or video component. Users may schedule web-only meetings if voice ports are not available for a meeting or when initiating an ad hoc web meeting from a Cisco Unified Personal Communicator conversation.

See the procedure in the [Enabling Users to Schedule Zero-Port Voice Meetings](#) for scheduling a zero-port voice meeting.

#### Related Topics

- [Information About Web-Only Meetings that are Initiated from Cisco Unified Personal Communicator](#)

## Enabling Users to Schedule Continuous Meetings

Only system administrators can schedule continuous meetings. To enable an end user to schedule a continuous meeting, you must change the end user's user type to system administrator.

#### Restriction

- By performing this task, you grant system administrator privileges to the specified users. See the [How to Configure User Profiles](#).

#### Before You Begin

- Complete the task described in the [Configuring System-Wide Parameters for Scheduled and Reservationless Meetings](#).

#### Procedure

1. Log in to Cisco Unified MeetingPlace Express and click **Administration**.
2. Click **User Configuration > User Profile Management**.
3. To configure an existing user profile, click **Edit**. To configure a new user profile, click **Add New**.
4. Set the **Type of user** field to **System Mgr**.
5. Click **Save**.
6. Repeat [Step 2](#) through [Step 5](#) for all user profiles for which you want to enable the scheduling of continuous meetings.

#### Related Topics

- [Field Reference: Edit User Profiles Details](#)

## Configuring Direct Meeting Dial-In

Cisco Unified MeetingPlace Express enables the configuration of up to twelve dialing groups, each of which maps a phone number to a specific meeting ID. When a caller dials one of these phone numbers, the system places the caller directly into the voice meeting for that meeting ID. If the meeting does not exist, the caller is prompted to enter a meeting ID.

Direct meeting dial-in is especially useful for:

- Crisis-management meetings-Skipping the voice prompt for a meeting ID is especially useful for time-critical situations. Also, when you configure direct meeting dial-in to a continuous meeting, users can easily meet at any time using the same direct phone number.
- An executive's dedicated meeting number-Remembering one phone number (and no meeting ID) can simplify hosting meetings on a tight schedule. You can configure direct meeting dial-in to a continuous meeting, just as you would for crisis-management meetings. However, if the user typically holds reservationless meetings, then you can configure direct meeting dial-in to the user's phone profile number, which becomes the meeting ID for this user's reservationless meetings.

### Before You Begin

- Before callers can successfully use a direct meeting dial-in number, you need to configure your call-control device so that calls placed to that phone number are routed to Cisco Unified MeetingPlace Express. For example, if you use Cisco Unified Communications Manager as your call-control device, then you need to add the direct meeting dial-in number as a route pattern to the Cisco Unified Communications Manager configuration database.

### Procedure

1. Log in to Cisco Unified MeetingPlace Express and click **Administration**.
2. Click **System Configuration > Call Configuration > Dial Configuration**.
3. Click **Edit** on one of the twelve Direct Meeting Dial-in table rows. Choose an empty row or a direct meeting dial-in phone number that you know is now obsolete.
4. On the Dial Configuration Details page, enter the phone number and the meeting ID that you want the phone number to access directly.
5. Click **Save**.

### Related Topics

- [Field Reference: Dial Configuration](#)
- [Field Reference: Dial Configuration Details](#)

## Displaying Meeting Times Using a 12- or 24-Hour Clock

### Procedure

1. Log in to Cisco Unified MeetingPlace Express and click **Administration**.
2. Click **System Configuration > Usage Configuration**.
3. In the 24-hour time field, select **No** to display meeting times by a 12-hour clock or select **Yes** to display meeting times by a 24-hour clock.
4. Click **Save**.

### Related Topics

- [Field Reference: Usage Configuration](#)

## Configuring Parameters that Affect Sound Quality

The following parameters can affect sound quality:

- Jitter buffer-A higher value introduces more delays into conversations, but also reduces packet loss due to sudden surges in traffic
- Real-Time Transport Protocol (RTP) starting point-The system administrator may need to configure the RTP starting point for compatibility with network firewalls.
- Quality of Service (QoS) for both audio and video-You must enable Quality of Service (QoS) in your network to minimize IP packet loss, packet delay, and delay variation (or jitter) of voice packets. In particular, you must enable Differentiated Services Code Point (DSCP), also called DiffServ, which is the QoS mechanism supported by Cisco Unified MeetingPlace Express.
- Time To Live (TTL)
- RFC2833 payload type
- Voice Activity Detect (VAD)-Controls whether Cisco Unified MeetingPlace Express streams audio media to phones during periods of silence in a meeting.

### Procedure

1. Log in to Cisco Unified MeetingPlace Express and click **Administration**.
2. Click **System Configuration > Call Configuration > Media Parameters**.
3. Configure the fields.
4. Click **Save**.

### Related Topics

- [Field Reference: Media Parameters](#)

## Managing Video Types

Video types are video profiles configured by the system administrator. They are used by the person scheduling a video meeting to set the meeting characteristics. Characteristics include the video codec to be used for the meeting, as well as the minimum and maximum bit rates allowed.

### Procedure

1. Log in to Cisco Unified MeetingPlace Express and click **Administration**.
2. Click **System Configuration > Video Type Management**.
3. To add a new video type, click **Add New**. To edit an existing video type, click **edit** in the same row as the video type that you want to modify.
4. Enter or edit information in the fields.
5. Click **Save**.
6. To delete a video type, select the item and click **Delete**.

### Related Topics

- [Field Reference: Add Video Type](#)
- [Field Reference: Edit Video Type](#)

## Navigating the Video Type Management Page

This page lists the video types on your system. By default, this page displays the video types sorted by name in ascending order. [Table: Video Type Management Page Options](#) describes the options available on this page.

**Table: Video Type Management Page Options**

To	Do This
Sort by video type name, minimum bit rate, maximum bit rate, or codec	Click the <b>Video Type Name</b> , <b>Min Bit Rate</b> , <b>Max Bit Rate</b> , or <b>Codec</b> column heading.
Change the sort order to ascending or descending	Click the column heading to display an arrow. Click the arrow to toggle between a down arrow (ascending sort) and an up arrow (descending sort).
Display a shorter or longer list of video types in one view	At the bottom of the page, in the Rows per page field, select the number of video types to display.
Display a different page of video types	At the bottom of the page, do one of the following: <ul style="list-style-type: none"> <li>• In the Go field, enter the page number to display, and click <b>Go</b>.</li> <li>• Click the arrows to page through the list.</li> </ul>
Search by video type	Enter the first character(s) of the video type name and click <b>Search</b> .

Edit an existing video type	Find the video type that you want to modify, and click <b>Edit</b> in the same row.
Create a new video type	Click <b>Add New</b> .
Delete one or more video types	Check the appropriate check boxes in the far left column, then click <b>Delete Selected</b> .  Restriction: You cannot delete the default video type.

## Setting Up a Video Endpoint

You can use Cisco Unified Video Advantage as your video endpoint with Cisco Unified MeetingPlace Express video meetings.

### Before You Begin

- You must have a Cisco VT Camera and either a Cisco Unified IP Phone or Cisco IP Communicator installed on your computer.
- Download, but do not install, the Cisco Unified Video Advantage client from <http://www.cisco.com/cgi-bin/tablebuild.pl/cvta>.

### Procedure

1. Go into Cisco Unified Communications Manager and go to the Device page. Locate the phone definition for the device, either Cisco Unified IP Phone or Cisco IP Communicator.
2. Set the Video Capabilities field to **Video Enabled** and reset the phone.
3. A camera icon appears in the bottom right of either your Cisco Unified IP Phone or Cisco IP Communicator.
4. (For Cisco Unified IP Phone only) Use a network cable to connect your computer to your Cisco Unified IP Phone. The network cable should go from the network to the Cisco Unified IP Phone and then to your computer.
5. Install Cisco Unified Video Advantage on your computer.
6. Plug your Cisco VT Camera into the USB port on your computer.
7. Restart either Cisco Unified IP Phone or Cisco IP Communicator.