

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

This topic describes the high-level tasks that are required to set up your system for ad hoc conferencing. This topic applies in the following cases:

- You have a Cisco Unified MeetingPlace Express VT system.
- You have a Cisco Unified MeetingPlace Express system but want to experiment with the ad hoc voice, video, and web conferencing features. Note that license and port restrictions apply.

**Note:** If you want to set up your system for scheduled and reservationless meetings, see the [Setting Up Your System for Scheduled and Reservationless Meetings](#).

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### Before You Begin

- If you want to use your system primarily for ad hoc conferencing, purchase the Cisco Unified MeetingPlace Express VT product offering.
- Install the Cisco Unified MeetingPlace Express application and test the installation. Instructions are provided in the Installation and Upgrade Guide for Cisco Unified MeetingPlace Express Release 2.x. The installation is the same for both Cisco Unified MeetingPlace Express and Cisco Unified MeetingPlace Express VT.

### Procedure

High-Level Task	Where to Find Instructions	
1.	Log in to the Administration Center.	<a href="#">Logging In to the Administration Center For the First Time</a>
1.	Change the default passwords for the system administrator.	<a href="#">Changing the Passwords for the System Administrator</a>
1.	Install your licenses. You must install the <a href="#">stdsw</a> license.	<a href="#">How To Install and Manage Licenses</a>
1.	Configure Cisco Unified Communications Manager as the call-control device for Cisco Unified MeetingPlace Express VT.	<a href="#">Integrating With Cisco Unified Communications Manager</a>

1.	Configure Cisco Unified MeetingPlace Express VT for ad hoc conferencing.	<a href="#">Configuring Cisco Unified MeetingPlace Express for Ad Hoc Conferencing</a>
1.	Configure Cisco Unified Communications Manager to add Cisco Unified MeetingPlace Express VT as a Cisco video conference bridge.	<a href="#">Configuring Cisco Unified CallManager or Cisco Unified Communications Manager to Use Cisco Unified MeetingPlace Express as a Conference Bridge</a>
1.	(Optional) Integrate Cisco Unified MeetingPlace Express VT with Cisco Unified Personal Communicator.	<a href="#">How to Integrate With Cisco Unified Personal Communicator</a>
1.	<p>(Optional) Test that one or more of the following types of ad hoc conferences works with your system setup:</p> <ul style="list-style-type: none"> <li>• Cisco Unified Personal Communicator voice, video, and web conversations</li> <li>• Cisco Unified Communications Manager ad hoc conferences</li> <li>• Cisco Unified Communications Manager meet-me conferences</li> </ul> <p>Remember that ad hoc conferences are not initiated from a Cisco Unified MeetingPlace Express end-user interface, but rather through other products such as the "conference" and "meet-me" buttons on Cisco Unified Communications Manager phones, or via Cisco Unified Personal Communicator.</p>	<p>See the documentation for the relevant endpoint products and versions, for example:</p> <ul style="list-style-type: none"> <li>• Cisco Unified Personal Communicator documentation</li> <li>• Cisco Unified IP Phone documentation</li> <li>• Cisco IP Communicator documentation</li> <li>• Cisco Unified Video Advantage documentation</li> </ul>

#### Troubleshooting Tips

- For troubleshooting information, see [Troubleshooting Cisco Unified MeetingPlace Express](#).
- For help using the voice and video endpoints, refer to the documentation for your specific products, as listed in [Step 8](#).

#### Related Topics

- [Information About Ad Hoc Conferencing](#)