

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

This topic lists the high-level tasks that are required to set up a basic configuration for scheduled and reservationless meetings. This topic applies in the following cases:

- You have a Cisco Unified MeetingPlace Express system.
- You have a Cisco Unified MeetingPlace Express VT system but want to experiment with the scheduled meetings and reservationless meeting features. Note that license and port restrictions apply.

**Note:** If you want to set up your system for ad hoc meetings, see [Setting Up Your System for Ad Hoc Conferencing](#).

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### Before You Begin

- Install and test Cisco Unified MeetingPlace Express. Instructions are provided in the *Installation and Upgrade Guide for Cisco Unified MeetingPlace Express Release 2.x*.

### Procedure

High-Level Task	Where to Find Instructions
Log in to the Administration Center.	<a href="#">Logging In to the Administration Center For the First Time</a>
Change the default passwords for the system administrator.	<a href="#">Changing the Passwords for the System Administrator</a>
Install the <a href="#">systemsoftware</a> license and other purchased licenses.	<a href="#">How To Install and Manage Licenses</a>
(Optional) Install a secondary server to use for external web meetings.	<a href="#">How to Configure Segmented Meeting Access (SMA)</a>
Configure the floater ports and overbook ports.	<a href="#">Configuring System-Wide Parameters for Scheduled and Reservationless Meetings</a>

<p>(Optional) Configure video floater ports.</p>	<p><a href="#">System Capacity Planning</a></p>
<p>(Optional) Activate the G.729a audio codec by configuring the G.729a ports.</p> <p><b>Note:</b> G.729a is supported only for scheduled conferencing.</p> <p><b>Note:</b> Adding G.729a ports can impact the overall number of access ports supported on the system because of the additional resources used to support G.729a.</p>	<p><a href="#">Configuring a Cisco Call-Control Device in an H.323 Environment: Configuring the Dial Peer</a></p> <p>or</p> <p><a href="#">Configuring Cisco Unified Communications Manager Express and Other Standards-Based H.323 Call-Control Devices: Configuring the Dial Peer</a></p> <p>or</p> <p><a href="#">Configuring SIP Support for Voice Dial Peers</a></p>
<p>(Optional) Configure the following fields in the <b>System</b> user group:</p> <ul style="list-style-type: none"> <li>• <a href="#">Can call out from meetings</a>-Select <b>Yes</b> to enable Cisco Unified MeetingPlace Express to dial out to users.</li> <li>• <a href="#">Show meetings in public listing</a>-Default is No. Select <b>Yes</b> if you want meetings to appear by default on the Find Meeting page in the End-User Interface. Meeting schedulers may choose whether or not to publish each meeting.</li> </ul>	<p><a href="#">Adding or Modifying a User Group Manually</a></p>
<p>Add user profiles.</p> <p>or</p> <p>At a minimum, manually add a test user profile with a valid e-mail address whose messages you can access.</p>	<p><a href="#">Methods for Adding New User Profiles</a></p> <p>or</p> <p><a href="#">Adding User Profiles Manually</a></p>
<p>Connect to an external SMTP server for e-mail notifications.</p>	<p><a href="#">Configuring the System to Connect to External SMTP Servers</a></p>
<p>(Optional) Specify whether to allow guest users to dial out from Cisco Unified MeetingPlace Express.</p>	<p><a href="#">Restricting Dial-Out Privileges for Guest Users</a></p>
<p>Configure the access phone numbers that users call to attend meetings.</p>	<p><a href="#">Configuring Meeting Phone Numbers and Notification Labels</a></p>
<p>Integrate Cisco Unified MeetingPlace Express with a call-control device.</p>	<p><a href="#">Configuring Call-Control Integration for Cisco Unified MeetingPlace Express with Cisco Unified Communications Manager</a></p>
<p>(Optional) If you use Cisco Unified Communications Manager, then you can set up user authentication by an</p>	<p><a href="#">How to Configure User Authentication By an External Directory</a></p>

external directory.	
Verify this basic configuration.	<a href="#">Testing Your System Setup for Scheduled and Reservationless Voice and Web Meetings</a> or <a href="#">Testing Your System Setup for Scheduled and Reservationless Video Meetings</a>

## Testing Your System Setup for Scheduled and Reservationless Voice and Web Meetings

### Before You Begin

- Complete the [Setting Up Your System for Scheduled and Reservationless Meetings](#).

### Procedure

1. Log in by using one of the following options:
  - ◆ Enter the username and password from a user profile that you created through the Administration Center.
  - ◆ If you enabled user authentication by an external directory, verify that you can log in with a username and password from that external directory.  
**Note:** To test that e-mail notifications work, the user profile must include a valid e-mail address whose messages you can access.
2. Complete one of the following steps:
  - ◆ Click **Start Reservationless**, and initiate a reservationless meeting.
  - ◆ Click **Schedule**, and schedule a test meeting using these parameters:
    - ◇ Time-5 minutes in the future
    - ◇ Duration-30 minutes
    - ◇ Number of participants-2
3. (For scheduled meetings only) Verify that the user receives an e-mail notification about the test meeting.
4. Verify that you can join and record the voice meeting:
  1. Call one of the access phone numbers.
  2. Enter the test meeting ID, and join the meeting.
  3. Press #61 to start recording the meeting.
  4. (Optional) From other phones, call into the same test meeting.
5. Verify the dial-out feature and that you can join the web meeting from the End-User Interface:
  1. From a web browser, go to the URL for your Cisco Unified MeetingPlace Express server.
  2. Click **Attend**.
  3. Enter the meeting ID of the test meeting and click **Go**.
  4. Check these boxes:

- ◇ Call my phone/video endpoint #-Enter your phone number using the same format that you would use to dial the number from an office phone.
- ◇ Enter web meeting room
- 5. Click **Join Meeting**.
- 6. Verify that the following occur:
  - ◇ The system calls you and connects you to the voice meeting.
  - ◇ The web meeting room appears.
- 6. Close the web browser and hang up all phones.
- 7. Wait 15 minutes.
- 8. Verify that you can access the meeting recording:
  1. From a web browser, go to the URL for your Cisco Unified MeetingPlace Express server.
  2. Use the Find page to search for the test meeting.
  3. Click the link to the meeting recording, and listen to the meeting.

### Troubleshooting Tips

- If the web meeting room fails to appear, make sure that you disable pop-up blockers on your computer or web browser.
- Make sure you have configured an outdial protocol, and either a SIP or H.323 definition to be used for outdialing.
- If you do not receive a call:
  - ◆ A pop-up message may appear with information about why the dialed-out call failed.
  - ◆ Make sure that the phone line is not in use when the system tries to call you.
  - ◆ Make sure that the phone number you enter uses the same format that you would use to dial the phone number from an office phone. For example, if you only need to dial the last 4 digits to reach other office phones, then enter only 4 digits for an office phone. Similarly, if you enter your personal cell phone number, then you might need to include a 9 and the complete telephone number with area code.
- For additional troubleshooting help, see the following:
  - ◆ "Troubleshooting and Getting Help" chapter of the User Guide for Cisco Unified MeetingPlace Express Release 2.x.
  - ◆ [Troubleshooting Cisco Unified MeetingPlace Express](#)

## Testing Your System Setup for Scheduled and Reservationless Video Meetings

### Before You Begin

- Complete the tasks in the [Setting Up Your System for Scheduled and Reservationless Meetings](#).

### Procedure

1. Log in to Cisco Unified MeetingPlace Express and click **Administration**.
2. Configure a user to be able to schedule video meetings by following these steps:
  1. Choose a user.
  2. Click **User Configuration > User Profile Management**.
  3. Find the user whose profile you want to modify.

4. Click **Edit** in the same row as the user profile that you want to modify.
  5. In the Video Preferences section, click the **User specific** radio button.
  6. Add the video type called Default by selecting it in the "Available on the system" box. Click the arrow to move it to the "Available to the user" box.
  7. In the Restrictions section, in the Video Usage field, select **Can attend + host video meetings + reserve video ports**.
  8. Click **Save**.
3. Create a video meeting by following these steps:
1. Log in with the user profile that you modified in [Step 2](#).
  2. Click **Schedule**.
  3. Enter values in the fields. Under More options, select **Reserve video resources** and choose a video type.
  4. Click **Schedule**.
4. Test your meeting by following these steps:
1. Using a video-enabled phone, call into the meeting. After entering the meeting ID and recording your name, you should see your own video reflected back to you. For example, on Cisco Unified Video Advantage, the local and remote windows will display the same video.
  2. Call in with another video device and verify that the two callers can see each other.
  3. Call in on a third video device. When the third video caller connects to the meeting, the video should change to display the person currently speaking.