<u>Cisco Unified MeetingPlace Release 6.1</u> > <u>Cisco Unified MeetingPlace Audio Server</u> > <u>Scheduling and Attending Meetings</u>

Zero-port meetings allow you to conduct web conferences without corresponding voice/video conferences. Zero-port meetings are particularly useful for two people engaged in a phone conversation who want to share documents. Zero-port meetings take up no voice or video resources on your system.

Remember the following information:

- Zero-port meetings are subject to user license restrictions. If no user licenses are available, Cisco Unified MeetingPlace allows you to schedule a zero-port meeting, but attendance is restricted.
- To protect meeting IDs that can be hacked easily (for example, 1234 and ABCD), create zero-port continuous meetings with those meeting IDs. Limit those meetings to invitees only and do not invite anyone. (For more information about continuous meetings, see the <u>About Continuous Meetings</u>.)
- Meeting extension behavior for zero-port meetings is slightly different than for other meetings. A zero-port meeting with less than two audio or video participants can extend if there are at least two data conference partipants present at extend time. This behavior is the only difference; video resource availability (if video participants are present), audio port availability (if audio participants are present), recording resource availability (if the meeting is being recorded), and meeting ID conflicts can still potentially prevent a meeting from extending.

To Schedule a "Zero-Port" Meeting

1. In the MeetingTime, select **Schedule** tab.
2. Select the **# of Calling Sites** attribute, enter **0** , and click **OK** .
3. Click **Schedule Meeting** .