

While the Audio Server system is completely functional as installed, you can customize the system to suit your special uses and applications. The following sections tell you how to:

- Customize meeting notifications
- Create flex fields
- Choose abbreviated or unabbreviated voice prompts
- Customize the voice prompts that users hear

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Customizing Meeting Notifications

To assist users receiving notifications by e-mail, you can customize your company e-mail messages with information on how to attend meetings on Cisco Unified MeetingPlace and listen to recorded meetings.

To Customize Meeting Notifications

1. In the MeetingTime Configure tab, select the **Company Information** topic, then click **Query** .
This topic is located under the Company Specific Information heading in **Views** .
2. When the values for the various attributes are displayed, scroll down until you see the How to Attend a Meeting and How to Access MeetingNotes attributes.
3. Click the value area of these fields and enter the message you want to appear in your users' notifications.

[Table: Meeting Notification Parameters](#) show examples of messages to use for the custom notification fields.

Table: Meeting Notification Parameters

Parameter	Examples
How to attend a meeting	"Welcome to <Your company's name> MeetingPlace conference server. To attend voice conferences on the system, dial the MeetingPlace phone number and follow the

	voice prompts."
How to access MeetingNotes	<p>"Users can record meetings, leave voice comments about a meeting, or attach relevant meeting materials. To access this feature, dial the MeetingPlace phone number and select option 3."</p> <p>If your system uses DID/DDI access for attending meetings and listening to meeting recordings, be sure to provide the appropriate phone access number for each custom notification text field.</p>

Listing Alternative Cisco Unified MeetingPlace Phone Numbers in Notifications

As a system administrator, you can identify up to three different phone numbers for accessing a Cisco Unified MeetingPlace conference server. For example, specify these phone numbers:

- A toll-free (1-800) number for participants outside of the area
- A local phone number for field staff or local participants
- An extension number for participants to use when calling from within the company

To Enter Alternative Phone Numbers

1. Log in to MeetingTime.
2. In the MeetingTime Configure tab, select the **Telephony Access** topic and click **Query** .
3. Set the following attributes:
 - ◆ For the 1st Alternate Ph Number attribute, enter the alternative phone number.
 - ◆ For the Label for Notifications attribute, enter a label for the phone number. For example, Toll-Free Number or Extension Number.
4. If your Cisco Unified MeetingPlace system has a second or third alternative phone number, repeat [Step 2](#) and [Step 3](#), using the 2nd Alternate Ph Number and 3rd Alternative Ph Number attributes.
5. Click **Save Changes** .