

When installation is complete, the worksheets linked from [Planning Your Audio Server Installation](#) serve as complete documentation of your initial Cisco Unified MeetingPlace configuration. If you change the configuration of your system, you must create new documents that reflect these changes.

<b>To Maintain</b>	<b>Do This in MeetingTime</b>
System configuration records, by creating an electronic file that lists your system configuration settings.	<p>In the Configure tab, select any topic, then click the <b>Write to File</b> button.</p> <p>Cisco Unified MeetingPlace creates an electronic file of your system's settings for that topic.</p>
Meeting records, by keeping a list of scheduled meetings for a specific time period or creating a record of meeting details. You can then save these records to file or print them.	In the Schedule tab, click the <b>Print/Save</b> button. Then choose an action from the drop-down menu.