There may be times when you need to shut down and restart your Cisco Unified MeetingPlace system. For example, there may be a problem in your switch room, or you know that you are about to lose power. This section provides information on preparing and planning for outages.

Note: The system restarts itself if the number of functional Smart Blades falls below 25 percent of your original capacity. If you also have your system configured for IP, the system restarts if you experience a complete loss of IP function.

Before shutting down the system, it is very important to follow the procedures in this section to ensure a smooth shutdown.

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Preparing for a System Shutdown

Before you shut down the system, let your users know the system will be unavailable. To tell users in advance about the system shutdown, you can do any of the following:

- Join a conference in progress
- Send a voice message in advance
- Send an e-mail message in advance

Tell users when the shutdown will occur, how long it will last, and when the system will be restarted.

Tip: Schedule all ports in advance so that they are all busy for the length of time you expect the system to be unavailable. That way, no one can schedule a meeting during the shutdown. (For more information, see the

About Reserve All Ports Meetings.)

Understanding System Shutdown Levels

The system allows for multiple levels of shutdown, depending on the status of your system and the nature of your requirements.

- When the system is fully operational, users can access Cisco Unified MeetingPlace from a workstation or phone to schedule and attend meetings or to change user profiles.
- When you perform a telephony shutdown in the System Shutdown window, the system is still running, but other users cannot access Cisco Unified MeetingPlace from a phone. This allows the system administrator to make system-level changes to the database without interference.
- When you perform a full shutdown, the system conducts an orderly shutdown before power is turned off. During a full shutdown, users cannot access Cisco Unified MeetingPlace.
- When you perform a system restart, the system begins a full shutdown and restart of the operating system. During a system restart, users cannot access Cisco Unified MeetingPlace.

Table: Shutdown Levels summarizes the levels of shutdown.

Table: Shutdown Levels

Level of Shutdown	System Activity
Telephony shutdown	Prevents users from calling in so that you can make system-level changes to the database, such as changing scheduling parameters or making a trunk configuration change.
Full shutdown	Completes an orderly shutdown before turning off the power to the system. **Caution!** Invoke this option before the power is turned off; otherwise, the system can take longer to restart. Select this option only under the guidance of your customer support representative.
System restart	Completely shuts down and restarts the operating system. **Caution!** This procedure has serious consequences if not done properly. Do not attempt to reboot your system without direction from your customer support representative.

Initiating a Shutdown

The system must be powered down within 15 minutes of executing the shutdown button in MeetingTime. If the elapse time exceeds 15 minutes, the system restarts itself.

To Initiate a Shutdown

1. In the MeetingTime System tab, select the **System Shutdown** action.
2. Select the **Type** attribute.
3. To shut down the Cisco Unified MeetingPlace 8106 or 8112, choose **Full Shutdown** .
   For standalone systems, the Server field is read-only.
4. For the When attribute, choose when to perform the shutdown.

To Perform the Shutdown	Do This
Immediately	Choose **Immediate** , then click **Execute** .
At a specified time	Choose **Courtesy** . Select the **Delay** attribute, and enter the number of minutes until the shutdown begins. Then click **Execute** . If you have not notified users of the shutdown, use this period to do so. (For more information, see the Preparing for a System Shutdown.) During this period, users are asked to hang up before the system shuts down. Users cannot log in to MeetingTime during this period. When the delay period ends, all users are disconnected from the system.

Starting the Cisco Unified MeetingPlace 8106 Server

Caution! If the system is shut down in a disorderly manner (for example during a power failure), the restart time may be longer, depending on the number of disks used by your system.

Caution! Start the Cisco Unified MeetingPlace 8106 server only under the guidance of Cisco NCE.

To Start the Cisco Unified MeetingPlace 8106 Server

1. Move the server power switch in the back of the Cisco Unified MeetingPlace 8106 chassis to the ON, 1 position.
2. Allow up to 10 minutes for the server to initialize.
   The system generates an alarm after the power failure. If the system runs normally, clear the alarm. If the system fails to recover or behaves inappropriately following a power failure, contact your Cisco NCE. Do not try to reboot your Cisco Unified MeetingPlace 8106 or Cisco MCS.

Starting the Cisco Unified MeetingPlace 8112 Server

Caution! If the system is shut down in a disorderly manner (for example during a power failure), the restart time may be longer, depending on the number of disks used by your system.

Caution! Start the Cisco Unified MeetingPlace 8112 server only under the guidance of Cisco NCE.

To Start the Cisco Unified MeetingPlace 8112 Server

1. Move the server power switch in the back of the Cisco Unified MeetingPlace 8112 chassis to the ON, 1 position.
2. Allow up to 10 minutes for the server to initialize.

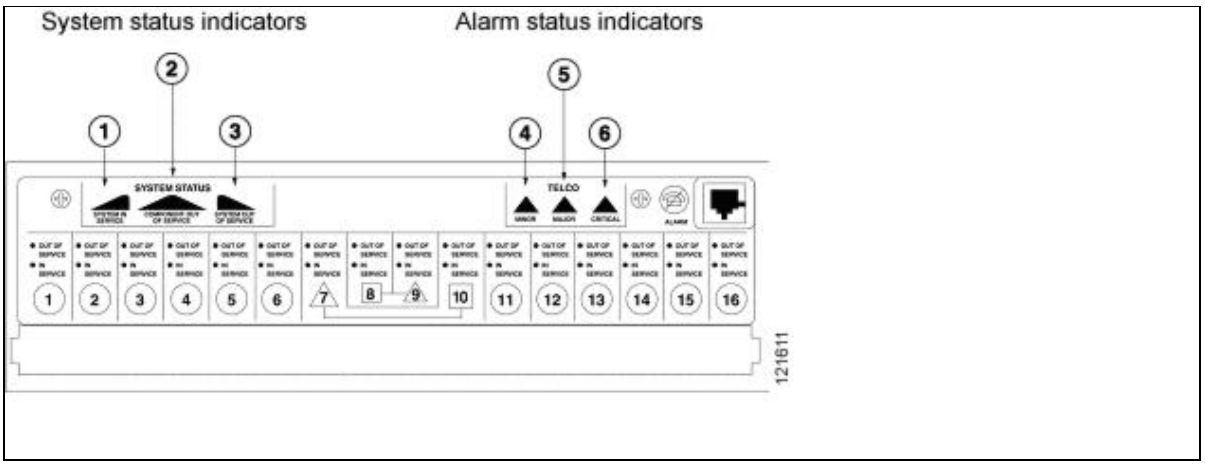
   The system generates an alarm after the power failure. If the system runs normally, clear the alarm. If the system fails to recover or behaves inappropriately following a power failure, contact your Cisco NCE. Do not try to reboot your Cisco Unified MeetingPlace 8112 or Cisco MCS.

Monitoring Cisco Unified MeetingPlace 8112 Startup Progress

To monitor the progress of the Cisco Unified MeetingPlace 8112 after a system startup, watch the lights in the upper part of the front panel. Figure: Out Of Service/In Service LEDs on Cisco Unified MeetingPlace 8112 describes the lights on the server.

For a detailed description of each light, see the Interpreting Alarm LEDs on the Cisco Unified MeetingPlace 8112.

Figure: Out Of Service/In Service LEDs on Cisco Unified MeetingPlace 8112



1	Component Out Of Service indicator	4	Minor alarm
2	System In Service indicator (illuminates when the system is fully up)	5	Major alarm

3	System Out of Service indicator	6	Critical alarm

Figure: Out Of Service/In Service LEDs on Cisco Unified MeetingPlace 8112