

With the Reservationless Meetings feature, profile users can create impromptu meetings through their touch-tone phones without having to schedule the meetings in advance. Using a unique meeting ID reserved for each user (the user's profile ID), participants can conduct meetings whenever system resources are available and use all available features during the meeting.

Reservationless meetings and standard scheduled meetings can reside on the same Cisco Unified MeetingPlace server. Setting reservationless meetings on or off at the system level determines the prompts that play and how participants attend meetings.

- When reservationless meetings are enabled, users hear the prompts for scheduled and reservationless meetings. Users can attend scheduled and reservationless meetings through a single user interface. When participants attend a regularly scheduled meeting, they are placed directly in the main meeting. When participants attend a reservationless meeting that has not started, they are placed in a waiting room. Scheduled and reservationless meetings use the same pool of conference ports. The roll call feature is disabled before entering a meeting.
- When reservationless meetings are not enabled, users hear the standard prompts for scheduled meetings only. Users may attend only standard scheduled meetings, including immediate meetings. When participants attend a scheduled meeting, they are placed directly in the main meeting (except during lecture-style meetings, when participants are placed initially in the waiting room).
- When reservationless-only meetings are enabled, users start reservationless meetings by using two fewer steps. However, this configuration also prevents profile users from scheduling scheduled meetings through their touch-tone phones. Scheduled meetings can still be scheduled through MeetingTime and Cisco Unified MeetingPlace Web Conferencing.

The Reservationless Meetings feature is enabled using the "mtgmode" CLI command, which must be done only by a Cisco NCE representative. This command is executed once to configure the entire Cisco Unified MeetingPlace system for a particular type of meeting. After the mtgmode command is executed, the system does not need to be restarted for the feature to work.

Note: When used with Cisco Unified MeetingPlace Web Conferencing earlier than Release 3.0, Web Conferencing can be enabled after the voice conference has been activated. When used with Release 3.0 or later, reservationless meetings can be started either from Cisco Unified MeetingPlace Web Conferencing or the phone.

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Configuring Reservationless Meetings

When reservationless meetings are enabled, you can configure the use of reservationless meetings in three ways:

- System-wide (all users can or cannot use the feature). See the [Configuring System-Wide Reservationless Meetings Attributes](#).
- By user group (groups of users may or may not use the feature). See the [Configuring User Profiles and Groups for Reservationless Meetings](#).
- By user profile (individual users may or may not use the feature). See the [Configuring User Profiles and Groups for Reservationless Meetings](#).

Task List for Configuring Reservationless Meetings

1. Enable reservationless meetings on the Cisco Unified MeetingPlace 8106 or 8112 server.
You can enable scheduled meetings, reservationless meetings only, or combined reservationless and scheduled meetings.
2. Restart the Cisco Unified MeetingPlace 8106 or 8112 to activate the feature.
3. Complete the planning worksheets:
 - ◆ [Worksheet 5-9: Reservationless Meetings Requirements](#)
 - ◆ [Worksheet 5-10: Reservationless Meetings Systemwide Parameters](#).
4. To configure system-wide attributes for reservationless meetings, see the [Configuring System-Wide Reservationless Meetings Attributes](#).
5. If needed, change the default reservationless meetings parameters (shown in [Worksheet 2-3 Default](#)

Values for Reservationless and Scheduled Meetings).

Caution! Because the default settings ensure a smooth conference experience, make changes only when necessary.

Caution! Unlike scheduled meetings, you cannot restrict the number of ports used by a reservationless meeting.

Configuring System-Wide Reservationless Meetings Attributes

When you set system-wide field attributes for reservationless meetings, *all* users can or *no* users can use this feature.

To allow (or prevent) particular users or groups to use reservationless meetings, set the attributes described in the following table. Then see the Configuring User Profiles and Groups for Reservationless Meetings.

To Configure System-Wide Reservationless Meeting Attributes

1. In MeetingTime, select the **System** tab.
2. Select the **Reservationless Mtgs** action, and then set the attributes shown in the following table.

| Field | Default Value | Description |
|--|---------------|--|
| Enable reservationless | No | Allow or prevent reservationless meetings. This field is read-only. |
| Owner Initiate with 2 key? | No | When No, meeting owners must enter their profile and password. When Yes, meeting owners start their reservationless meeting by pressing 1 to attend the meeting and then 2 to start the meeting (after which they must enter their password). |
| Allow 3rd party initiate? | Yes | Whether profile users can initiate reservationless meetings before the meeting organizer arrives. |
| Bill 3rd party initiator? | Yes | Whether the reservationless meeting is billed to the meeting initiator (when a third party initiates the meeting) or the meeting organizer (no matter who initiates the meeting). |
| Force passwords? (Cisco Unified MeetingPlace Release 6.0 Maintenance Release 4 and later only: | No | Whether reservationless meetings should have a password required. This only takes affect if the "password required" parameter for scheduled meetings is set to yes. That is, if the "password required" parameter for scheduled meetings is set to yes and this parameter is set to no, then passwords are NOT required for reesevationless meetings. Note that the minimum meeting password length must be non-zero for forced reservationless passwords to function correctly. |

3. Click **Save Changes** .

Configuring User Profiles and Groups for Reservationless Meetings

For greater flexibility, system administrators may configure individual user profiles and user groups to use the Reservationless Meetings feature.

To enable users and groups to use reservationless meetings, the Enable Reservationless attribute (described in the [Configuring System-Wide Reservationless Meetings Attributes](#)) must be set to Yes.

To Configure User Profiles and Groups for Reservationless Meetings

1. In the MeetingTime Configure tab, select either **User Profiles** or **User Groups** .
2. Search for the user or group for which you want to set this attribute.
3. For Attributes, scroll to the **Restrictions** category.
4. For the Use Reservationless attribute, choose a value, then click **Save Changes** .

The default for user profiles is Group Dflt; the default for user groups is Yes.

[Table: Combinations of Reservationless Meeting Settings](#) describes the dependencies that apply for various attribute settings.

Table: Combinations of Reservationless Meeting Settings

| If Enable Reservationless Meeting (System Tab) Is | And Use Reservationless Is | Then |
|--|------------------------------------|---|
| No | Any value | The value in Use Reservationless? is ignored. |
| Yes | Yes | The profile user or group can use reservationless meetings. |
| Yes | No | The profile user or group cannot use reservationless meetings. |
| Yes | ' Group Dflt ' (for user profiles) | User profiles use the group setting for the field. Note: To allow users to use reservationless meetings, make sure the group setting is Yes . |

Remember the following information:

- All users may change their Use Reservationless setting in the Preferences tab. The settings are subject to the same dependencies described in the previous table.
- Users whose profiles are not configured for reservationless meetings do not hear the "To start your meeting" prompt.
- Reservationless meeting IDs are permanently "in use" and not available for others to use when they schedule meetings.

NOTE: The following section is new and applies to Cisco Unified MeetingPlace Release 6.0 Maintenance

To Configure System-Wide Reservationless Meeting Attributes

Release 3 only.

To allow other users or groups of users to start your reservationless meeting for you, set the Allow 3rd Party Initiate attribute to Yes.

To Allow Third-Party Initiation for Reservationless Meetings

1. In the MeetingTime Configure tab, select either **User Profiles** or **User Groups** .
2. Search for the user or group for which you want to set this attribute.
3. For Attributes, scroll to the **Restrictions** category.
4. For the Allow 3rd Party Initiate attribute, choose a value, then click **Save Changes** .

Configuring Reservationless and Scheduled Meetings

Configuring reservationless and scheduled meetings begins with the "mtgmode" CLI command. For assistance, contact Cisco NCE.

Then, system administrators can configure meetings by setting parameters in MeetingTime. [Table: Conditions for Reservationless and Scheduled Meetings](#) shows the conditions in which reservationless and scheduled meetings (voice-only interface) can take place.

Table: Conditions for Reservationless and Scheduled Meetings

| Mode | Settings |
|--|---|
| Combined reservationless and scheduled meetings | <ol style="list-style-type: none"> 1. <i>mtgmode -r</i> 2. MeetingTime Configure tab/User Profiles view/Use Reservationless parameter is <i>Yes</i> or the Group Default is <i>Yes</i> # MeetingTime Configure tab/Port Groups view/Combined Access parameter is <i>Yes</i> |
| Reservationless (only) meetings | <ol style="list-style-type: none"> 1. <i>mtgmode -o</i> 2. MeetingTime Configure tab/User Profiles view/Use Reservationless parameter is <i>Yes</i>, or <i>Group Default</i> is <i>Yes</i> # MeetingTime Configure tab/Port Groups view/Combined Access parameter is <i>Yes</i> |
| To Attend (press 1) and Owner Initiate (press 2) | <ol style="list-style-type: none"> 1. <i>mtgmode -r</i> or <i>mtgmode -o</i> 2. Meeting owner's profile setting for the Use Reservationless parameter is <i>Yes</i> (or <i>Group Default</i>)# MeetingTime System tab/Reservationless Mtgs action/Owner Initiate With 2 Key? parameter is <i>Yes</i> 3. User's profile says Password Required for Meeting they create |
| To Attend (press 1) and 3rd Party Initiate (press 3) | <ol style="list-style-type: none"> 1. <i>mtgmode -r</i> or <i>mtgmode -o</i> 2. Meeting owner's profile setting for the Use Reservationless parameter is <i>Yes</i> (or <i>Group Default</i>)# MeetingTime System tab/Reservationless Mtgs action/Allow 3rd Party Initiate? is <i>Yes</i> |

Table: Combinations of Reservationless Meeting Settings

| | |
|--|---|
| | 3. User's profile setting for Password Required for meetings the user creates is <i>Yes</i> |
|--|---|

In versions prior to 6.1 Audio Server restart is required, 6.1 and later restart is recommended.

Requiring Passwords for Reservationless Meetings

You can ensure that all reservationless meetings are protected by passwords.

To Require Passwords for Reservationless Meetings

If you require meeting passwords, users are asked to enter the password before they are allowed to start or join the meeting.

1. In the MeetingTime Configure tab, select either **User Groups** or **User Profiles** .
2. For each user or group that will organize reservationless meetings, select the **Password Required** parameter, and choose **Yes** .

When a user tries to start a reservationless meeting, the system prompts the user "To require a password for this meeting, press 1."

To force passwords to be added to all reservationless meetings, that is, so that the system will not ask the user if they want to require a password, but instead require it, do one of the following:

- For Maintenance Release 4 (MR 4) and later: Go to the MeetingTime System tab, select Reservationless Meetings, and set the Force Passwords parameter to **Yes**.
- For Maintenance Release 3 (MR 3) and earlier: Create a special file on the Audio Server and restart the system. See http://www.cisco.com/en/US/products/sw/ps5664/ps5669/products_tech_note09186a0080366ad3.shtml for details.

NOTE: Systems that are upgraded to Maintenance Release 4 will retain the current setting. During the initial startup (after the upgrade), the system will remove the special file and transfer the setting to the system database automatically.

The reservationless meeting organizer (or the person who will start the meeting) should communicate the password to all attendees before the meeting begins, so that all attendees can join the meeting without delay. (For example, the meeting organizer can send an e-mail message to all attendees with the meeting phone number, ID, and password.)

Starting a Reservationless Meeting

The meeting organizer is responsible for forwarding the meeting ID to all invited participants.

Video participants who are profile users can start a reservationless meeting by signing in to the Cisco Unified MeetingPlace web server and having the server outdial their video terminals.

Phone participants who have a profile can start a reservationless meeting in any of the following ways:

- The Cisco Unified MeetingPlace web server can outdial the reservationless meeting owner.
- When reservationless-only mode is active, the meeting owner presses **2**, hears the "Start your meeting now" prompt, and follows the instructions.
- When reservationless+ scheduled mode or reservationless-only mode is active, the meeting owner can press **1**. The owner then presses **2** to start the meeting. This option requires that the Owner Initiate With 2 Key? parameter (MeetingTime System tab/Reservationless Mtgs action) is set to Yes.
- When reservationless+ scheduled mode or reservationless-only mode is active, any user can press **1**. They then press **3** to start the meeting after optionally creating a password that other participants (including the owner) must use before entering the meeting. This option requires that the Allow 3rd Party Initiate? parameter (MeetingTime System tab/Reservationless Mtgs action) is set to Yes.
- From the Cisco Unified MeetingPlace Web Welcome page, users click the Immediate Meeting button and enter the meeting ID. Any participants in the waiting room are moved into the meeting. See the online help for end-users for more information.

Attending a Reservationless Meeting

Do the following procedure.

To Attend a Reservationless Meeting

1. Users start a meeting by using a method described in the [Starting a Reservationless Meeting](#).
2. When participants enter the meeting, the Cisco Unified MeetingPlace Audio Server system determines if the meeting has started.
 - ◆ If the owner has started the meeting, participants can join the meeting.
 - ◆ If the owner has not started the meeting (and the Allow 3rd Party Initiate? parameter is No), participants are placed in a waiting room until the owner arrives and starts the meeting. People in the waiting room cannot talk with one another. Video is blocked for video participants.
 - ◆ If the owner has not started the meeting (and the Allow 3rd Party Initiate? parameter is Yes), the first participant to join the meeting can start it.
3. After the meeting has started, participants in the waiting room are moved onto the main floor of the meeting.

If the owner is late or absent, any profile user can activate the meeting by entering their profile number and password, and then bringing the meeting to order.
4. Use the in-session meeting features. (See the [About Using Features During Meetings](#).)

Scheduling Reservationless Meetings with Web Conferencing

Reservationless meetings can be started either from the Web or the phone. Exceptions to this behavior are with immediate meetings or scheduled meetings that begin now. If a meeting ID is not selected and a user clicks the Immediate Meeting button in the Cisco Unified MeetingPlace Web Conferencing home page (or schedules a meeting with a start time of now or earlier), the system creates a reservationless meeting with the user's profile number. On the second try, the user receives an error message because a reservationless

meeting already exists. This also happens when scheduling from Cisco Unified MeetingPlace for Outlook and MeetingTime.

System Rules

As you work with reservationless meetings, remember the following system rules:

- The default parameters for reservationless meetings are the parameters set for immediate meetings. For example, if the default meeting length for immediate meetings is 30 minutes, reservationless meetings wait 30 minutes for initiation before ending. If the meeting has not started within 30 minutes of the first participant entering the waiting room, or prompts all participants: "The meeting organizer has not arrived. Please try again later."
- The web conferencing component of a reservationless meeting ends when the voice conference ends.
- After users log into the system, they remain logged in. If they exit to the top menu, they do not have to enter their profile and password again. If they join another meeting, they join with their recorded profile name.
- Profile users may end any reservationless meeting they join by pressing **#812**. Profile users may also end scheduled meetings.
- Users can leave a meeting and return to the main menu by pressing **#9**. This command works when reservationless meetings is turned on or off.

Viewing Reservationless Meeting Data Statistics

To see information about reservationless meetings, you can generate a Raw Meeting Details Information Report and view the following fields:

- The RsvnlessStartID field contains the profile ID of the person who initiated the meeting. This field appears at the end of the report.
- The BillCode field contains the billing code of the meeting originator (the profile user with that meeting ID). However, if the meeting was initiated by a third party and the value of the Bill 3rd Party Initiator field (for Reservationless Mtgs) is Yes, the BillCode field contains the billing code of the user who initiated the meeting.
- A value of Reservationless for the fstartpeopleinwr field tells you which meetings are reservationless meetings.

For more information about Raw Meeting Details Information reports, see the [Raw Meeting Details Information Data](#).

Recommended Settings for Reservationless Meetings

Use the information in this section for deployment settings for reservationless meetings, settings for combined reservationless and scheduled meetings, and profile number and meeting ID management.

For information about the system requirements for reservationless meetings, see [Worksheet 5-9](#):

Reservationless Meetings Requirements.

Table: Recommended Deployment Settings for Reservationless Meetings shows the recommended deployment settings, which are based on settings for immediate meetings. You can change these settings in MeetingTime, depending on usage.

Table: Recommended Deployment Settings for Reservationless Meetings

| Parameter | Recommended Value | Description |
|---|--|--|
| Server Configuration | | |
| Floater ports | See <u>Table: Worksheet 2-3: Default Values for Reservationless and Scheduled Meetings</u> and <u>Table: Recommended Settings for Combined Reservationless and Scheduled Meetings, Audio</u> . | Number of ports reserved as floater ports for audio. |
| Overbook ports | See <u>Table: Worksheet 2-3: Default Values for Reservationless and Scheduled Meetings</u> and <u>Table: Recommended Settings for Combined Reservationless and Scheduled Meetings, Audio</u> . | Number of ports reserved to allow for scheduling beyond the number of conference ports readily available on the system. |
| Scheduling Parameters: Immediate Meetings | | |
| # of ports to schedule | See <u>Table: Worksheet 2-3: Default Values for Reservationless and Scheduled Meetings</u> and <u>Table: Recommended Settings for Combined Reservationless and Scheduled Meetings, Audio</u> . | Default for the number of participants (locations) for an immediate meeting. |
| Length of mtg (min) | 30 | Default length of an immediate meeting (in minutes). Recommended value is 20 or higher. When only one caller is waiting in the waiting room, that caller is disconnected after this immediate meeting length expires. |
| Scheduling Parameters: Run-time Parameters | | |
| Extend meeting (min) | 15 | Length of time (in minutes) a meeting is extended if time runs over an if ports are available. Recommend 0 or above. When 0, meetings cannot be extended. |

Worksheet 2-3 Default Values for Reservationless and Scheduled Meetings

Reservationless meetings are assigned predefined parameters to ensure a smooth conference experience. The parameters you set in MeetingTime apply only to standard scheduled meetings. See Table: Worksheet 2-3: Default Values for Reservationless and Scheduled Meetings.

Table: Worksheet 2-3: Default Values for Reservationless and Scheduled Meetings

| Parameter | Reservationless Meetings Value |
|---|--|
| User Profiles/User Groups Parameters | |
| Display mtg to everyone | |
| Allow Internet access | |
| Display mtg to everyone for reservationless | Yes |
| Allow Internet access for reservationless | Yes |
| Meeting Preferences | |
| End of mtg announcement? | <p><i>For Cisco Unified MeetingPlace Release 6.0 Maintenance Release 3 and earlier: No</i></p> <p><i>For Cisco Unified MeetingPlace Release 6.0 Maintenance Release 4 and later: Yes/No/</i></p> |

| | |
|------------------------------|---|
| | |
| Mtg extension announcements? | <p><i>For Cisco Unified MeetingPlace Release 6.0 Maintenance Release 3 and earlier: No</i></p> <p><i>For Cisco Unified MeetingPlace Release 6.0 Maintenance Release 4 and later: Yes/No/Group Default</i></p> |
| Password required | No |

| | |
|--|----------------|
| | |
| Who can attend? | Anyone |
| <i>For Cisco Unified MeetingPlace Release 6.0 Maintenance Release 4 and later only:</i> Rsvless announcements | No |
| Sending Notifications | |
| Enabled for this mtg? | No |
| Scheduling Parameters:Meeting Ports | |
| Default meeting type | All Speaker |
| Meeting start guard time (min) | Does not apply |
| Mtg end guard time (min) | 0 |

| | |
|-------------------------------|----------------|
| | |
| Mtg ID start guard time (min) | Does not apply |
| Mtg ID end guard time (min) | 0 |
| Run-time Parameters | |
| Disconnect empty port (min) | 0 |

Recommended Settings for Combined Reservationless and Scheduled Meetings

Use the values in [Table: Recommended Settings for Combined Reservationless and Scheduled Meetings, Audio](#) to configure a system with both reservationless and scheduled meetings. These values maximize the port utilization and capacity of your system.

For the following table, remember the following information:

- R = percent of traffic used for reservationless meetings
- N = total number of conference ports including capacity assurance (CAP)
- 30 percent can be substituted for standard operating percentage

Table: Recommended Settings for Combined Reservationless and Scheduled Meetings, Audio

| Parameter | Recommended Value |
|--------------------|-------------------|
| | If R < 50 Percent |
| Immediate Meetings | 3 |
| Overbook ports | N x 30 percent |
| Floater ports | N x 30 percent |

| Parameter | Recommended Value |
|--------------------|----------------------|
| | If R >= 50 Percent |
| Immediate Meetings | 0 |
| Overbook ports | N x 15 percent |
| Floater ports | N x (R + 25 percent) |

Remember the following information:

- Make sure the total number of scheduling ports available (including overbook ports) is equal to or greater than the largest meeting size you expect to schedule.
- These guidelines are good defaults for a new system. If your system is already configured, however, you may want to keep the existing settings.

Recommended Settings for Reservationless Meetings Only

Use the values in [Table: Recommended Settings for Reservationless-Only Meetings, Audio](#) to configure a system with reservationless- only meetings. These values maximize the port utilization and capacity of your system.

For the following table, remember the following information:

- R = percent of traffic used for reservationless meetings
- N = total number of conference ports including capacity assurance (CAP)

Table: Recommended Settings for Reservationless-Only Meetings, Audio

| Parameter | Recommended Value |
|--------------------|-------------------|
| Immediate Meetings | 4 |
| Overbook ports | N |
| Floater ports | N |

Managing Profile Numbers and Meeting IDs for Reservationless Meetings

Because each person's profile number is their reservationless meeting ID, profile numbers cannot match existing meeting IDs when reservationless meetings is turned on.

- If you try to create a profile number that matches an existing meeting ID, the system tells you of the conflict. To correct the problem, change the existing meeting ID or select another profile number for the user.
- End users cannot schedule meetings with a meeting ID that matches another profile number.

When you migrate a system from standard scheduled meetings to combined scheduled and reservationless meetings, any scheduled meetings using a profile number as the meeting ID remain as scheduled meetings after the switchover.

Identifying Profile and Meeting ID Conflicts in Reservationless Meetings

Meeting conflicts can occur if you are converting your system from scheduled meeting mode to scheduled + reservationless mode (or reservationless-only mode), for example. These conflicts occur if future scheduled meetings have meeting ID numbers equal to the profile numbers of any reservationless users.

A utility, `mtgconflicts`, is available to help you identify profile ID and meeting ID conflicts. If a conflict is found, you see a list of conflicting meetings. To resolve the conflict, either change the IDs of the scheduled meetings or change the IDs of the profiles.

Follow these steps to run the `mtgconflicts` utility to check for these conflicts.

NOTE: We recommend that you run this command during off-hours due to the large amount of database activity generated.

1. Access the CLI.
Note: CLI commands are case-sensitive. For CLI command information, see [Command-Line Interface Reference](#).
2. If you do not already have terminal logging turned on, turn it on. For information, see [Logging Your HyperTerminal Session](#).
3. Log in to the CLI as a superuser, by following these steps:
 1. Connect to the Cisco Unified MeetingPlace Audio Server system either via telnet, ssh, or locally.
 2. For the username, enter the default (admin). For the password, enter the default (cisco) or if you have changed the default password, use the new password.
 3. Enter `su` to change to the CSC privilege level.
 4. The Cisco Unified MeetingPlace Audio Server system prompts you for another password. For this password, use the Password Of the Day (POD). Contact Cisco TAC to get this Password Of the Day.
The `csc$` prompt appears.
4. At the `csc$` prompt, enter `mtgconflicts -h` for a summary of options or enter `mtgconflicts -l` for the verbose modes.

Cisco_Unified_MeetingPlace_Release_6.1_--_About_Reservationless_Meetings

Example of the output:

```
csc$ mtgconflicts -l
```

Running while the system is up.

Some users or conferences may not be checked if there is activity on the system.

```
Verifying Users ...
```

```
User UserFirstName UserLastName with Profile Number 223344 (unique ID 58157) Conf Start Time  
6/09/2008 at 12:00:00 Conf End Time 6/09/2008 at 13:00:00. User UserFirstName UserLastName with  
Profile Number 223344 (unique ID 58157) Conf Start Time 6/16/2008 at 12:00:00 Conf End Time 6/16/2008  
at 13:00:00. User UserFirstName UserLastName with Profile Number 223344 (unique ID 58157) Conf Start  
Time 6/23/2008 at 12:00:00 Conf End Time 6/23/2008 at 13:00:00.
```

```
*Found 3 conflicts with 1 users out of 1770 users*
```

Done!!!