

With system manager agents, system administrators can configure parameters as described in [Table: System Manager Agents](#).

Table: System Manager Agents

| Parameter | Description |
|---------------------------|--|
| No-show Recurring Meeting | <p>If a recurring meeting has no attendance for more than a predetermined number of periods, an e-mail notification is sent to the meeting organizer suggesting that the remainder of the recurring meeting chain be canceled.</p> <p>If the meeting was scheduled from Cisco Unified MeetingPlace Web or MeetingTime, the notification includes a Click Here to Cancel Meetings link that leads users to a cancellation page on Cisco Unified MeetingPlace Web. If the meeting was scheduled from groupware (for example, Microsoft Outlook or IBM Lotus Notes), the notification suggests cancellation from the user's groupware.</p> |
| Recurring Meeting Ending | <p>In most cases, if a recurring meeting chain is within a specified number of periods before expiration, an e-mail notification is sent to the meeting organizer. The notification notes that the chain is set to expire and reminds the organizer to schedule another recurring meeting if the chain is to continue. The exception is when the value set for the Periods Before Recurring End parameter is equal to or greater than the number of meetings in the recurring meeting chain, no notification is sent.</p> <p>If the meeting was scheduled from Cisco Unified MeetingPlace Web or MeetingTime, the notification includes a Click Here to Schedule Another Series link that leads users to the scheduling page where they can renew the meeting. If the meeting was scheduled from groupware (for example, Microsoft Outlook or IBM Lotus Notes), the notification suggests extending the chain from the user's groupware.</p> <p>No other notifications are sent, as the recurring meeting continues toward its expiration.</p> |

Remember the following information:

- This feature is not supported with Cisco Unified MeetingPlace SMTP E-Mail Integration Application, release 4.2.0 and earlier.
- If the two recurring meeting triggers overlap, the no-show recurring meeting trigger overrides the recurring meeting ending trigger. The scheduler receives only the no-show notification.

Configuring System Manager Agents

System manager agents are system-wide parameters.

To Configure System Manager Agents

1. Log in to MeetingTime, and click the **Configure** tab.
2. Select the **Scheduling Parameters** view.
3. For **Attributes** , scroll to the Scheduling Notifications section, and set the following attributes:

| Click | Then Click the Values Area and Do This |
|--------------------------------------|---|
| After # No-Show Recurring Mtgs | <p>Choose a number to indicate the number of no-show recurring meetings allowed before the system triggers a notification.</p> <p>For example, when this value is 2, the system sends a notification to the meeting scheduler after two consecutive no-show recurring meetings have occurred.</p> <p>If you do not want no-show notifications, set this value to 0 (zero).</p> <p>Note: This feature depends on the number of consecutive no-shows. If a no-show meeting is followed by an attended meeting, the count of no-show meetings returns to 0.</p> |
| Periods Before Recurring End | <p>Choose a number to indicate which meeting, before the last recurring meeting, triggers the end-meeting notification.</p> <p>For example, if this value is 1, then one meeting before the last recurring meeting, the system sends a notification to the meeting scheduler asking if they want to schedule another recurring meeting chain. (However, if you set a value equal to or greater than the number of meetings in the recurring meeting chain, no notification is sent.)</p> <p>If you do not want end-meeting notifications, set this value to 0 (zero).</p> |

4. Click **Save Changes** .