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Setting Up the Audio Server

Authorized Cisco Unified MeetingPlace users can create and modify teams (lists of Cisco Unified
MeetingPlace users), which all users can use when scheduling meetings or outdialing from a meeting.
System administrators can limit the number of teams an authorized user can create.

To Define Teams

1. Open MeetingTime, click the Register Book, and select the **Teams** tab.
    Currently defined teams display in the Names list. Clicking a team in this list displays the
    properties of that team in the Team Information area.
2. Add, change or delete teams, as follows.

To	Do This
Add a team	Click the **New** button. Enter information about that team for Team Information, then click **Save** . **Note:** You can include up to 200 members in each team.
Change a team	Click the team to change. Change settings for Team Information, then click **Save** .
Include or change details about the team	With the team information displayed, click **Details** . You can add or change the team description, the ID of the person who last modified the team, or the date and time the team was modified.
Delete a team	Click the team to delete, and click the **Delete** button.
Search for teams in the database	Click the ' *Find Teams* ' button (the magnifying glass above the Names list), enter search information in the Directory window, then click **OK** . The system searches for teams by name or number. If the Name or Number field is blank, all teams are found and displayed. Clicking the **Add** button also displays the Directory window.

For details about team attributes, see the Properties of Teams.

Properties of Teams

Table: Properties of Teams describes team properties.

Caution! All teams are public because users can see and use them for inviting or outdialing purposes.

Table: Properties of Teams

Property	Description
Name	The name of the team. Each name must be unique. This is a required entry.
Number	A numeric identifier of the team, used to access teams from a touch-tone phone. Each number must be unique. This value is required.
Owner	The name of the team owner or creator. This is a read-only field.
Editable by Others?	Whether information about this team can be modified by others. By default, teams are non-editable.
Members	Displays a list of all team members.
Description (from the **Details** button)	A description of the team. You can enter up to 127 characters in this description field.
Last Modified (from the **Details** button)	For shared teams, this field displays the user ID of the person who last modified the team. For non-shared teams, this field always displays the team creator.
Last Modified (from the **Details** button)	For shared teams, this field displays the date and time of the last modification. For non-shared teams, this field always displays the date and time when the team was created.