

[Cisco Unified MeetingPlace Release 6.1](#) > [Web Conferencing](#) > [Configuring](#) > [Configuring the Web Conferencing Server](#)

The Cisco Unified MeetingPlace Web Conferencing user interface is composed of a set of template pages that allow users to complete various Cisco Unified MeetingPlace functions. As a system administrator, you can configure which fields are exposed to your users. This information is preserved in the MPWEB database and remains unaffected by Web Conferencing upgrades.

You can also create a template for a Session Expired page that displays to profiled users with expired or invalid session IDs.

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## About Meeting Templates

Meeting templates allow meeting schedulers to specify meeting room layouts, add attachments, create polls, and set other meeting parameters that can be applied each time they create a meeting by using the template.

Cisco Unified MeetingPlace has three predefined templates to suit different meeting styles. The following predefined templates are available:

- Collaboration? An open forum-style meeting where all participants have presenter permissions by default.
- Presentation? A meeting where one or more participants present to an active audience of one or more participants.
- Webinar? A lecture-style meeting where one participant is the moderator, there are one or more presenters, and the remainder of the participants are passive audience members. The audio for the audience members is muted by default in this type of meeting.

Users whose profiles allow them to host meetings with the full meeting room can choose any of these templates when scheduling a meeting. Users whose profiles are set for the participant list only can choose either the Collaborative template or the Webinar template when scheduling a meeting; in this case, the template affects only the audio permissions of participants.

## About Custom Templates

Users whose profiles allow them to host meetings with the full meeting room can create and use custom templates. The rules for custom templates are the same as the rules for the Collaboration template; that is, it is an open forum-style meeting where all participants have presenter permissions by default.

Custom templates are intended to allow you to format the pod layouts and are only available for use with internal meetings. You cannot use custom templates to change user permissions.

## About Meeting Permissions and Meeting Type

The meeting template chosen by the scheduler dictates the default permissions that meeting invitees are assigned as they are added to the meeting (although these permissions can be changed while scheduling the meeting or at any point during the meeting).

Video scheduling permissions are independent of meeting type and are set in MeetingTime.

**Table: Permissions According to Meeting Type**

Meeting Template Default	User Type	Permission Setting
Collaborative	Guest User	Presenter meeting console permission Speaker audio permission
	End user with a Cisco Unified MeetingPlace profile	Presenter meeting console permission

		Speaker audio permission
	Meeting scheduler	Moderator meeting console permission Speaker audio permission
Presentation	Guest user	Audience meeting console permission Speaker audio permission
	End user with a Cisco Unified MeetingPlace profile	Audience meeting console permission Speaker audio permission
	Meeting scheduler	Presenter meeting console permission Speaker audio permission
		Speaker audio permission
Webinar	Guest user	Audience meeting console permission Listener audio permission
	First two invited users with a Cisco Unified MeetingPlace profile	Presenter meeting console permission Speaker audio permission
	Other end user with a Cisco Unified MeetingPlace profile	Audience meeting console permission Listener audio permission
	Meeting scheduler	Moderator meeting console permission Speaker audio permission
		Speaker audio permission

Note that System Managers and Attendants have Moderator meeting console permissions and Speaker audio permissions for all meetings by default, unless they are invited to the meeting as a profile user with a different permission.

## To Configure User Interface Fields

1. Sign in to Cisco Unified MeetingPlace Web Conferencing.
2. From the Welcome page, click **Admin** , then click **User Interface Fields** .
3. From the "General" section of the page, click the name of the Web Conferencing page that you want to configure.

The user interface fields for that page appear.

4. To expose a field in the Web Conferencing user interface, click the object in the Enabled column to reveal a checkmark.

5. To hide a field, click the object in the Enabled column to reveal an X.  
Hiding a field removes it from the web user interface and disables access to its functionality.
6. To configure another page, click **Back** to return to the main User Interface Fields administration page.
7. (Optional) If you want to modify the names or descriptions displayed next to your exposed fields, configure the associated text strings as described in the [To Configure User Interface Text](#).

## To Export Custom User Interface Fields

The Exporting Custom User Interface Fields link allows you to save an XML copy of the configuration changes that you made in your browser. This is useful if you ever need to reload the configuration.

1. Sign in to Cisco Unified MeetingPlace Web Conferencing.
2. From the Welcome page, click **Admin** , then click **User Interface Fields** .
3. From the "Actions" section of the page, click **Export Custom User Interface Fields** .
4. Save the resulting XML file to your hard drive by using the Save As option in your browser.

## To Reload a Custom User Interface Field Configuration

This procedure assumes that you have already exported your custom user interface field configuration by doing the preceding [To Export Custom User Interface Fields](#) procedure.

1. Stop the Cisco Unified MeetingPlace Web Conferencing Service.  
For instructions, see the [To Stop All Cisco Unified MeetingPlace Web Conferencing Services](#).
2. From your hard drive, locate the XML copy of your configuration changes.
3. Copy the XML file to C:\Program Files\Cisco Systems\MPWeb\DataSvc.
4. Restart the Cisco Unified MeetingPlace Web Conferencing Service.  
For instructions, see the [To Restart All Cisco Unified MeetingPlace Web Conferencing Services](#).

## To Restore User Field Default Settings

**Caution!** Following this procedure removes all of the configurations that were completed with the User Interface Field configuration tool.

1. Sign in to Cisco Unified MeetingPlace Web Conferencing.
2. From the Welcome page, click **Admin** , then click **User Interface Fields** .
3. From the "Actions" section of the page, click **Revert to Default** .  
A pop-up window appears to confirm your action.

4. From the confirmation window, click **OK** .

## To Locate User Interface Strings

1. Sign in to Cisco Unified MeetingPlace Web Conferencing.
2. Browse to the page that contains the UI element you want to modify.
3. Right-click next to the UI element and choose **View Source** . Notepad appears with the source code for the UI element.
4. Press **Ctrl + F** . The Find window appears.
5. Enter your search term and click **Find Next** .
6. When you locate the element you want to modify, read across to find its associated string ID, such as *String1234* .
7. For instructions on how to modify this string, continue with the [To Configure User Interface Text](#).

## To Configure User Interface Text

After configuring which fields will appear on Cisco Unified MeetingPlace Web Conferencing pages, you can choose to modify the names or descriptions next to the exposed fields. This requires configuring the relevant strings in the MPWEB database. Such configurations are preserved in the database; therefore, the configurations are not affected by Web Conferencing upgrades. This tool also allows you to create new strings to enter into the MPWEB database.

**Tip:** For information on how to locate strings, see the [To Locate User Interface Strings](#).

1. Sign in to Cisco Unified MeetingPlace Web Conferencing.
2. From the Welcome page, click **Admin** , then click **User Interface Text** .
3. Click **Configure Strings** .
4. In the Please Enter a String ID field, enter the ID number for the string that you want to modify, such as *1234* , or to create a new string, enter a new string ID.
5. In the Please Select a Language field, choose the language of the string.
6. Click **Submit** . Default and custom information about this string appears.
7. In the New String field, enter the new text that you want to associate with this string.
8. Click **Change** .
9. Click **Done** , or to revert to the default text, click **Restore Default** .
10. (Optional) To modify another string, click **Look Up a Different String** and repeat [Step 4](#) through [Step 9](#).

## To Configure Error Messages

1. Sign in to Cisco Unified MeetingPlace Web Conferencing.
2. From the Welcome page, click **Admin** , then click **User Interface Text** .
3. Click **Configure Strings** .

4. In the Please Enter a String ID field, enter the sum of 1 million plus the error number that you want to customize. For example, if you want to customize error 5432, enter 1005432.
5. In the Please Select a Language field, choose the language of the error message that you want to customize.
6. Click **Submit** . Default and custom information about this string appears.
7. In the New String field, enter the new text that you want to associate with this error number.
8. Click **Change** .
9. Click **Done** , or to revert to the default text, click **Restore Default** .
10. (Optional) To modify another error message string, click **Look Up a Different String** and repeat [Step 4](#) through [Step 9](#).

## To Export Custom User Interface Strings

The Exporting Custom User Interface Strings link allows you to save an XML copy of the configuration changes you made in your browser. This is useful if you ever need to reload the configuration.

1. Sign in to Cisco Unified MeetingPlace Web Conferencing.
2. From the Welcome page, click **Admin** , then click **User Interface Text** .
3. Click **Export Custom User Interface Strings** .
4. Save the resulting XML file to your hard drive by using the Save As option in your browser.

## To Reload a Custom User Interface Text Configuration

This procedure assumes that you have exported your custom user interface string configuration by using the task described in the preceding [To Export Custom User Interface Strings](#) procedure.

1. Stop the Cisco Unified MeetingPlace Web Conferencing Service.  
For instructions, see the [To Stop All Cisco Unified MeetingPlace Web Conferencing Services](#).
2. From your hard drive, locate the XML copy of your configuration changes.
3. Copy it to C:\Program Files\Cisco Systems\MPWeb\DataSvc.
4. Restart the Cisco Unified MeetingPlace Web Conferencing Service.  
For instructions, see the [To Restart All Cisco Unified MeetingPlace Web Conferencing Services](#).

## To Restore Default User Text Settings

**Caution!** This procedure removes all of the text configurations that were completed with the User Interface Text configuration tool.

1. Sign in to Cisco Unified MeetingPlace Web Conferencing.
2. From the Welcome page, click **Admin** , then click **User Interface Text** .
3. Click **Revert to Default** . A pop-up window appears to confirm your action.
4. From the confirmation window, click **OK** .

## To Hide User-Interface Strings

Some strings cannot be hidden by using the User Interface Field configuration tool. Use this procedure to hide such user-interface strings.

You must first identify the IDs for the strings that you want to modify. For instructions, see the [To Locate User Interface Strings](#).

**Caution!** You cannot use the [To Restore Default User Text Settings](#) to re-display strings you hide by using this procedure. Instead, you must delete the text that you enter in this procedure.

1. Create a file named custom.css.
2. Apply the custom.css file to a language by completing one of the following:
  - ◆ To apply the file to U.S. English, save the file to *drive* :\Cisco Systems\MPWeb\HTML.
  - ◆ To apply the file to a different language, save the file to *drive* :\Program Files\Cisco Systems\MPWeb\HTML\*xxx* , where *xxx* is one of the following language IDs:
    - ◇ English \000
    - ◇ French \004
    - ◇ German \005
    - ◇ Japanese \006
    - ◇ Portuguese (Brazil) \015
    - ◇ Spanish (Latin America) \014
3. To turn off the string, enter the following information in the file:

```
.string- number
{
display:none
}
```
4. Save the custom.css file.

## To Customize the Session Expired Page

You can use this procedure to send profiled users with expired or invalid session IDs to the Session Expired page. For example, you can have this page display an error and redirect users back to a particular site.

1. Create a template called **SessionExpired.tpl** .
2. Save this template to the program files\mpweb\template folder.