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The Cisco MeetingPlace Replication Service automatically synchronizes the local web server database with that of the Cisco Unified MeetingPlace Audio Server to update meetings, user profiles, and user group information. The following occurs by default:

- Synchronization occurs every 60 seconds.
- The User Profile Update Interval updates every 20 days.
- The Group Update Interval updates every 20 days.
- Meeting information updates every 60 seconds.

The Replication Service copies attachments and voice and web files from the Audio Server and stores the replicated files on the Cisco Unified MeetingPlace web server. Pointers to these files are then created in the database. The Replication Service downloads voice files in their native Cisco Unified MeetingPlace Voice (.mpv) format. After voice files are downloaded, the Replication Service queues jobs for conversion by the Audio Service.

Meetings and their associated recordings and attachments, collectively referred to as MeetingNotes, are purged after the number of days you specify. For more information, see [About Purging Attachments and Recordings](#).

If you have Cisco Unified MeetingPlace Video Integration installed, the replication service also replicates video terminal user profile information and service codes from Cisco Unified MeetingPlace Video Administration (service codes are referred to as meeting types or service prefixes in Video Administration). By default, this replication occurs every 7 days. To change this, see [Importing Video Terminal User Profiles](#).

In the event of a system failure, you can manually invoke the Replication Service update and (in Maintenance Release 2 and earlier) purge operations. Allow up to 20 minutes for any changes made to the Replication Service to take effect.

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## Updating All Meetings

Complete this procedure to force meeting attachments and recordings for all meetings to be downloaded again from each Audio Server. Allow 20 minutes for changes to take effect.

### To Update All Meetings

1. Sign in to Cisco Unified MeetingPlace Web Conferencing.
2. From the Welcome page, click **Admin** , then click **Replication Service** .
3. For Replication Service Command, choose **Update All Meetings** .  
A new set of files is created including encoded audio files in the desired formats. If MeetingNotes have already been purged from a particular Audio Server, an update for those meetings still takes place. In addition to attachments and recording files, group and profile information and new meetings are also updated.
4. Click **Submit** .

## Purging All Meetings

When a meeting is purged, all meeting attachments and WAV files on the web conferencing server are deleted except for any Windows Media files (.wma) that are stored separately from other meeting attachments. If you configured Cisco Unified MeetingPlace Web Conferencing to create pointers to these files in meeting-specific folders, such as *drive* :\Program Files\Cisco Systems\MPWeb\Meetings, these pointers are also deleted when you purge meetings.

**For Cisco Unified MeetingPlace Release 6.0 Maintenance Release 2 and earlier:** To force the web server to delete all meeting information and files stored locally and on the shared backup storage location (if configured), complete the following procedure. Choose this option when you are low on disk space.

**For Cisco Unified MeetingPlace Release 6.0 Maintenance Release 5:** The system automatically purges the .wma files in the separate (WMS) location.

Allow 20 minutes for changes to take effect.

1. Sign in to Cisco Unified MeetingPlace Web Conferencing.
2. From the Welcome page, click **Admin** , then click **Replication Service** .
3. For Replication Service Command, choose **Purge Now** .
4. Click **Submit** .

## Updating All User Profiles

This procedure describes how to update the user profile database on the local web server. Allow 20 minutes for changes to take effect.

### To Update All User Profiles

1. Sign in to Cisco Unified MeetingPlace Web Conferencing.
2. From the Welcome page, click **Admin** , then click **Replication Service** .
3. For Replication Service Command, choose **Update All User Profiles** .
4. Click **Submit** .

**Tip:** Synchronize your updates on the web server when you update the profile database on the Audio Server.

## Updating All Video Terminals

This procedure describes how to update the video terminal profile database on the local web server. The amount of time the replication takes depends on the number of video terminals; for example, allow 20 minutes to replicate up to 1000 video terminals.

### To Update All Video Terminals

1. Sign in to Cisco Unified MeetingPlace Web Conferencing.
2. From the Welcome page, click **Admin** , then click **Replication Service** .
3. For Replication Service Command, choose **Update All Terminals** .
4. Click **Submit** .

**Tip:** Synchronize your updates on the web server when you update terminals in Cisco Unified MeetingPlace Video Administration.

## Updating All Groups

This procedure describes how to update the user group database on the local web server. Allow 20 minutes for changes to take effect.

### To Update All Groups

1. Sign in to Cisco Unified MeetingPlace Web Conferencing.
2. From the Welcome page, click **Admin** , then click **Replication Service** .
3. For Replication Service Command, choose **Update All Groups** .
4. Click **Submit** .

**Tip:** Synchronize your updates on the web server with when you update the user group database on the Cisco Unified MeetingPlace Audio Server system.

## Updating a Single Meeting

If you want to download meeting attachments and recordings for a particular meeting from all Cisco Unified MeetingPlace Audio Server systems, you can update that single meeting.

### Restrictions

The update will not take place if MeetingNotes have already been purged from the Audio Server system.

### To Update a Single Meeting

1. Sign in to Cisco Unified MeetingPlace Web Conferencing.
2. Enter the meeting ID of the meeting that you want to update, then click **Find Meeting** .
3. From the Search page, click the meeting ID to access the meeting information page.
4. From the Meeting Information page, click **Attachments/Recordings** .
5. From the Attachments/Recordings page, click **Update Meeting** , then click **OK** . A new set of files are created including encoded audio files in the desired formats.