

System administrators can view scheduled and actual peak web conferencing usage that occurs across several days by using the Summary Web Port Utilization Tool. This tool generates a Summary Web Port Usage chart.

The information displayed is a combination of data you request to include and available data that was retrieved from the server. Usage data includes only those ports that use a web conferencing license to provide the full web conferencing console.

**To Use the Summary Web Port Usage Tool**

1. Log in to MeetingTime.
2. Click **Administration > Capacity Mgmt** .
3. In the Capacity Mgmt tab, for Capacity Management Tools, click **Summary Port Utilization** .
4. Click Execute. Cisco Unified MeetingPlace generates and displays a Summary Port Utilization chart.