

**Important!** Make sure you have met the [Prerequisites for Configuring WebConnect](#) and are aware of the [Restrictions for Configuring WebConnect](#).

To configure WebConnect, complete the following procedures in the order shown:

- [To Update User Groups](#)
- [To Configure Web Servers for WebConnect](#)
- [To Configure a Site](#)
- [To Configure a Rollover Map](#)
- [To Assign Rollover Maps to User Groups](#)

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### To Update User Groups

If you have user profiles assigned to groups, set their attribute values to **Group Default** . Altering the value of the group simultaneously alters the value of the profile.

1. Sign in to Cisco Unified MeetingPlace Web Conferencing.
2. From the Welcome page, click **Admin** , then click **Replication Service** .
3. From the Replication Service Command drop-down menu, choose **Update All Groups** .  
This triggers a complete group replication at the next update interval.
4. Click **Submit** .  
Any new User Groups created in Cisco Unified MeetingPlace automatically replicate from the Cisco Unified MeetingPlace Audio Server system to the SQL Server database.
5. Continue with the [To Configure Web Servers for WebConnect](#).

### To Configure Web Servers for WebConnect

1. Sign in to Cisco Unified MeetingPlace Web Conferencing.
2. From the Welcome page, click **Admin** , then click **Web Server** .
3. From the "View" section of the page, click the name of the web server you want to configure.  
Information about this server populates the top portions of the page.
4. For Hostname, enter the Fully Qualified Domain Name (FQDN) of the web server, that is, *hostname.domain.com* , or IP address if this information is not already entered.
5. From the "WebConnect Specific" section of the page, for Require Proxy, indicate whether a proxy server is required by choosing **Yes** or **No** .

For more information on proxy servers, see the [About Proxy Servers](#).

6. (Optional) If you chose Yes for [Step 5](#), complete the following:

1. For Proxy User, enter the proxy user login.
2. For Proxy Password, enter the proxy password.
3. For Proxy Server, enter the hostname of the proxy server.
4. For Proxy Port, enter the proxy port used for your proxy server.

**Note:** This value depends on the setup of your web server and must match proxy server settings. The default setting is port 8080.

7. For Require Web Server Authentication, indicate whether the web server accepts Windows authentication. If a destination rollover site IIS web server requires basic or integrated Windows authentication, you will need to configure an account to access the destination.

**Note:** For more information on web server authentication, see [Configuring User Authentication for Web Conferencing](#).

8. (Optional) If you chose Yes for [Step 7](#), complete the following:

1. For Windows User Name, enter the *domain\_name\user\_login*.
2. For Windows Password, enter the Windows login password.

NOTE: The Windows Password cannot contain the following characters: < and >

9. Click **Submit**.

10. Continue with the [To Configure a Site](#).

#### To Configure a Site

1. Sign in to Cisco Unified MeetingPlace Web Conferencing.
2. From the Welcome page, click **Admin**, then click **Site**.
3. From the "View" section of the page, click the name of the site you want to configure.

Information about this site populates the "Edit" section of the page.

4. Configure the site as indicated in the following table:

Parameter	Description
Site Name	The name of the chosen site.  <b>Note:</b> The Site Name entry on the Site administrative page must match the Web Server Name entry on the Web Server administrative page. This must be consistent for each site. If these entries do not match, searches will not display the same site name.
Dedicated External	Indicates if this site is a Hosted Service. If it is, choose <b>Yes</b> . If it is not, choose <b>No</b> .
Primary Web Server	Indicates which web server in this site is designated as the entry point for all WebConnect rollover traffic.
Contact Phone Number	The phone number assigned for this site. If this field is blank, enter the phone number.
Warn before Rolling onto Site	To invoke a warning prompt that users will see whenever their meetings are rolled to this site, choose <b>Yes</b> . The warning prompt requires the user to confirm the rollover.  To have Cisco Unified MeetingPlace Web Conferencing roll meetings to this site without prompting for confirmation, choose <b>No</b> .

	<b>Recommended</b> Configure external sites to warn users before rolling as usage on external sites is calculated on a cost-per-minute basis.
Site Included in Image	Indicates if this site is part of your rollover map. If it is, choose <b>Yes</b> . If it is not, choose <b>No</b> .
Roll on Meeting ID Conflict	To invoke automatic rollover in the case of meeting ID conflicts, choose <b>Yes</b> . Cisco Unified MeetingPlace Web Conferencing will automatically roll the meeting to the next available site in the user's rollover map and schedule the meeting using the entered meeting ID.  To disable rollover in the case of meeting ID conflicts, choose <b>No</b> . Web Conferencing will display an error message suggesting that the user change the meeting ID.
DMZ Web Server	Indicates the external web server assigned to this site. If there is not an external web server assigned to this site, this field is blank.
Internal Web Server	Indicates which web server in this site is designated as the entry point for all dedicated internal rollover traffic.
Load Stats Poll Period (Seconds)	Configure how often the web server is polled for its current load index.  <b>Note:</b> The default is 60 seconds.
Allow Web Load Balancing in Ad Hoc Video Meetings	To always invoke load balancing when a user with video scheduling privileges schedules a meeting on this site, choose <b>Yes</b> .  <ul style="list-style-type: none"> <li>• If the web portion of the meeting lands on the web server with Cisco Unified MeetingPlace Video Integration activated, ad-hoc video will work successfully.</li> <li>• If the web portion of the meeting lands on a web server that does not have the video integration activated, video features are not available from the meeting console.</li> </ul> To force all meetings scheduled by users with video scheduling privileges to be held on the video-enabled web server, choose <b>No</b> . This ensures that if users wants to start an ad-hoc video meeting, resources are available. This is the default and recommended setting.  <b>Note:</b> If you have the video integration installed in a web server cluster that does not have load balancing configured, leave this parameter set to <b>No</b> .
Video Terminals/Meeting Types Refresh Period (Days)	Indicates how often video terminals and video meeting types are automatically synchronized from Cisco Unified MeetingPlace Video Administration to Cisco Unified MeetingPlace Web Conferencing servers by the Cisco Unified MeetingPlace Replication Service.  The default is 7 days.

1. In the Site Customization Default Values section, choose **Yes** for all parameters.

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- ◆ Choosing Yes synchronizes all of the web servers in this site to share the same parameters.
  - ◆ For parameter descriptions, see the [Customizing Local Web Server Options](#).
2. Click **Submit** .
  3. Repeat [Step 3](#) through [Step 6](#) for each remaining site listed in the "View" section of the Site administrative page.
  4. (Optional) To delete a site from your image, choose it and click **Delete** .  
**Note:** You can only delete external sites from an image.
  5. Continue with the [To Configure a Rollover Map](#).

### To Configure a Rollover Map

The rollover sequence tells Cisco Unified MeetingPlace Web Conferencing which site to contact, and in what order, in case of a scheduling failure.

1. Sign in to Cisco Unified MeetingPlace Web Conferencing.
2. From the Welcome page, click **Admin** , then click **Rollover Map** .
3. Choose your rollover map:
  - ◆ To configure a new rollover map, enter a new map name in the Rollover Map Name field.
  - ◆ To modify a previously configured rollover map, choose the rollover map you want to modify from the "View" section of the page. Information about this map populates the "Edit" section of the page with the Priority column automatically listing any internal sites followed by external sites.
4. From the "Edit" section of the page, configure your rollover map as follows:
  1. For Site Name, click the arrow next to the first drop-down menu and choose a site. This is the first site Cisco Unified MeetingPlace Web Conferencing will attempt to schedule on.  
**Note:** This setting overrides any configuration settings established for a home site in MeetingTime.
  1. (Optional) If you are creating a single-site rollover map for a group without rollover privileges, click **Submit** and continue with the [To Assign Rollover Maps to User Groups](#).
  2. (Optional) If you are creating a multiple-site rollover map, choose a second site from the Site Name drop-down menu. If your first site is unavailable for scheduling, this is the next site Web Conferencing will attempt to schedule on.
  3. Repeat with each subsequent drop-down menu in the Site Name column.
5. Click **Submit** . Your newly defined rollover map appears in the "View" section of the page.
6. Continue with the [To Assign Rollover Maps to User Groups](#).

### To Delete a Rollover Map

1. Sign in to Cisco Unified MeetingPlace Web Conferencing.
2. From the Welcome page, click **Admin** , then click **Rollover Map** .
3. From the "View" section of the page, click the name of the Rollover map you want to delete.  
Information about this rollover map populates the "Edit" section of the page.
4. Click **Delete** .

### To Assign Rollover Maps to User Groups

You must assign all groups to a rollover map. Assign groups who should not have rollover privileges to a single-site rollover map. Users belonging to a group without a rollover map will receive error messages.

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1. Sign in to Cisco Unified MeetingPlace Web Conferencing.
2. From the Welcome page, click **Admin** , then click **User Group** .
3. From the "View" section of the page, choose the user group that you want to configure by doing one of the following:
  - ◆ Click the name of the user group that you want to configure.
  - ◆ If you cannot find your group, or the list is too lengthy, use the Search option as follows:
    - ◇ Choose **By Group Name, By Billing Code** , or **By Rollover Map Name** .
    - ◇ Enter your search term in the box provided and click **Search** .
    - ◇ Click the Group Name of the user group you want to configure from the updated list.
4. For Rollover Map, choose a map from the drop-down menu.
5. Click **Submit** .

### To Delete User Groups

This procedure deletes user groups from the SQL Server database, but not the Cisco Unified MeetingPlace database. If a group has been deleted in error, the Replication Service will repopulate the group listing on the next scheduled update.

1. Sign in to Cisco Unified MeetingPlace Web Conferencing.
2. From the Welcome page, click **Admin** , then click **User Group** .
3. From the "View" section of the page, choose the user group that you want to delete by doing one of the following:
  - ◆ Click the name of the user group that you want to configure.
  - ◆ If you cannot find your group, or the list is too lengthy, use the Search option as follows:
    - ◇ Choose **By Group Name, By Billing Code** , or **By Rollover Map Name** .
    - ◇ Enter your search term in the box provided and click **Search** .
    - ◇ Click the Group Name of the user group you want to configure from the updated list.
4. From the "Edit" section of the page, click **Delete** .