

[Cisco Unified MeetingPlace Release 6.1](#) > [Cisco Unified MeetingPlace Phone View](#) > [Configuring](#)

After Phone View is installed, you must add the Cisco Unified MeetingPlace service to the Cisco Unified IP Phones. This is completed through the Cisco Unified Communications Manager (formerly known as Cisco Unified CallManager) Administration (ccmadmin) web pages.

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- [Configuring the Cisco Unified MeetingPlace Service in Cisco Unified Communications Manager Release 5.x or Cisco Unified Communications Manager Release 6.1](#)

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## Configuring Supported Cisco Unified Communications Manager Releases Earlier than 5.x and 6.1

Do the following procedures:

- [To Add Cisco Unified MeetingPlace to the List of IP Phone Services](#)
- [To Define Cisco Unified MeetingPlace Service Parameters](#)
- [To Troubleshoot the Cisco Unified MeetingPlace for Cisco Unified IP Phone Configuration](#)

### To Add Cisco Unified MeetingPlace to the List of IP Phone Services

This procedure adds the Cisco Unified MeetingPlace service and enables users to access Cisco Unified MeetingPlace by using Cisco Unified IP Phones.

1. Go to `http://servername/ccmadmin/main.asp`, where *servername* is the fully qualified domain name or IP address of the Cisco Unified Communications Manager server.
2. To access the server, enter your username and Cisco Unified Communications Manager administration password and click **OK**.
3. From the Feature menu, choose **Cisco IP Phone Services**.  
The Cisco IP Phone Services Configuration window appears.
4. Enter the information in Table: Fields in the Service Information Area in the Service Information area:

**Table: Table B-1 Fields in the Service Information Area**

Field and Description	Task
Service Name-The name of the service that appears on the menu of available services on user service subscription pages and on the Cisco Unified IP Phone.	Enter <b>MeetingPlace</b> .  <b>Note:</b> If you have more than one Cisco Unified MeetingPlace web server, name the Cisco Unified MeetingPlace services appropriately so that users can distinguish among them.
Service Description-A description of the Cisco Unified MeetingPlace web server.	Enter a brief description.
Service URL-The URL to the Cisco Unified MeetingPlace web server where the XML pages are located.  <b>Example:</b> <code>http://hostname/impweb/scripts/public/7960mp.asp</code> where <i>hostname</i> is the hostname of the Cisco Unified MeetingPlace web server.	Enter the URL.  <b>Note:</b> For the services to be available, the phones in the Cisco Unified Communications Manager cluster must have network connectivity to this server. Make sure this server is independent of the servers in your Cisco Unified Communications Manager cluster. Do not specify a Cisco Unified Communications Manager server or any server that is associated with Cisco Unified Communications Manager, such as a TFTP server or directory database publisher server.

**Note:** If you change the URL of the Cisco Unified MeetingPlace service, remove a phone service parameter, or change the name of a phone service parameter for a phone service to which users are subscribed, you must click **Update Subscriptions** to update all subscribed users with the changes. If you do not, users will have to subscribe again to the Cisco Unified MeetingPlace service to rebuild the URL correctly.

5. To add the Cisco Unified MeetingPlace service, click **Insert**.

#### To Define Cisco Unified MeetingPlace Service Parameters

This procedure enables users to be authenticated when they subscribe to the Cisco Unified MeetingPlace service on the Cisco Unified IP Phone User Options (ccmuser) website. It also allows users to access the Cisco Unified MeetingPlace service from their Cisco Unified IP Phones by defining the following service parameters:

- Cisco IP Phone Number
- Cisco Unified MeetingPlace User ID
- Cisco Unified MeetingPlace User Password

1. From the Cisco Unified Communications Manager Administration page, choose **Feature > Cisco IP Phone Services** . The Cisco IP Phone Services Configuration window appears.
2. From the Cisco IP Phone Services list, choose the MeetingPlace service that you configured in the To Add Cisco Unified MeetingPlace to the List of IP Phone Services.
3. On the right side of the Parameters list, click **New** . The Cisco IP Phone Service Parameter Configuration window appears.
4. For the IP Phone Number parameter, enter the information in Table: Cisco IP Phone Number Parameters.

**Table: Table B-2 Cisco IP Phone Number Parameters**

Field and Description	Task
Parameter Name-The exact query string parameter that is used when building the subscription URL.	Enter <b>ipphone</b> .
Parameter Display Name-A descriptive parameter name that is displayed to the user on the Cisco IP Phone User Options (ccmuser) website.	Enter <b>IP phone number</b> .
Parameter Description-A description of the parameter to help users enter the correct value for this parameter.	Enter <b>Your Cisco IP Phone number for MeetingPlace to call you</b> .
Parameter Is Required	Check <b>Parameter Is Required</b> .

5. To add the new IP Phone Number parameter, click **Insert** .

6. For MeetingPlace User ID, enter the information in Table: MeetingPlace User ID Parameters.

**Table: Table B-3 MeetingPlace User ID Parameters**

Field	Task
Parameter Name	Enter <b>username</b> .
Parameter Display Name	Enter <b>MeetingPlace User ID</b> .
Parameter Description	Enter <b>MeetingPlace User ID</b> .
Parameter Is Required	Check <b>Parameter Is Required</b> .

7. To add the new MeetingPlace User ID parameter, click **Insert** .

8. For MeetingPlace Password, enter the following in Table: MeetingPlace Password Parameters:

**Table: Table B-4 MeetingPlace Password Parameters**

Field	Task
Parameter Name	Enter <b>userpwd</b> .
Parameter Display Name	Enter <b>MeetingPlace Password</b> .
Parameter Description	Enter <b>MeetingPlace Password</b> .
Parameter Is Required	Check <b>Parameter Is Required</b> .
Parameter Is a Password (Mask Contents)	Check <b>Parameter Is a Password (Mask Contents)</b> .

9. To add the new MeetingPlace Password parameter, click **Insert and Close** .

10. To update the Cisco IP Phone Services Configuration window, complete one of the following tasks:

- ◇ If the service is new and you do not need to rebuild user subscriptions, click **Update** .

or

- ◇ If the service was modified after subscriptions existed, click **Update Subscriptions** to rebuild all user subscriptions.

**Note:** You must update subscriptions if you changed the Cisco Unified MeetingPlace service URL, removed a phone service parameter, or changed the name for a phone service parameter.

## Configuring the Cisco Unified MeetingPlace Service in Cisco Unified Communications Manager Release 5.x or Cisco Unified Communications Manager Release 6.1

Do the following procedures:

- [To Add Cisco Unified MeetingPlace to the List of IP Phone Services in Cisco Unified Communications Manager 5.x or Later](#)
- [To Define Cisco Unified MeetingPlace Service Parameters in Cisco Unified Communications Manager 5.x or Later](#)

### To Add Cisco Unified MeetingPlace to the List of IP Phone Services in Cisco Unified Communications Manager 5.x or Later

1. Go to `http://<servername>/ccmadmin/main.asp`, where *servername* is the fully qualified domain name or IP address of the Cisco Unified CM server.
2. To access the server, enter your username and Cisco Unified CM administration password and click **OK**.
3. Choose **Device > Device Settings > Phone Services**. The Find and List IP Phone Services window displays.
4. Click the **Add New** button. The Cisco Unified IP Phone Services Configuration window displays.
5. Enter the information in [Table: Fields in the Service Information Area](#):

**Table: Fields in the Service Information Area**

Field and Description	Task
Service Name-The name of the service that appears on the menu of available services on user service subscription pages and on the Cisco Unified IP Phone.	Enter <b>MeetingPlace</b> . <b>Note:</b> If you have more than one Cisco Unified MeetingPlace web server, name the Cisco Unified MeetingPlace services appropriately so that users can distinguish among them.
Service Name (ASCII Format)-A description of the Cisco Unified MeetingPlace web server.	Enter the name of the service to display if the phone cannot display Unicode.
Service Description-A description of the Cisco Unified MeetingPlace web server.	Enter a brief description.
Service URL-The URL to the Cisco Unified MeetingPlace web server where the XML pages are located.	Enter the URL. <b>Note:</b> For the services to be available, the phones in the Cisco Unified Communications Manager cluster must have

<p><b>Example:</b>  <a href="http://hostname/mpweb/scripts/public/7960mp.ccm">http://hostname/mpweb/scripts/public/7960mp.ccm</a>          where <i>hostname</i> is the hostname of the Cisco Unified MeetingPlace web server.</p>	<p>network connectivity to this server. Make sure this server is independent of the servers in your Cisco Unified Communications Manager cluster. Do not specify a Cisco Unified Communications Manager server or any server that is associated with Cisco Unified Communications Manager, such as a TFTP server or directory database publisher server.</p>
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6. Click **Save**.

**Note:** If you change the URL of the Cisco Unified MeetingPlace service, remove a phone service parameter, or change the name of a phone service parameter for a phone service to which users are subscribed, you must click **Update Subscriptions** to update all subscribed users with the changes. If you do not, users will have to subscribe again to the Cisco Unified MeetingPlace service to rebuild the URL correctly.

**To Define Cisco Unified MeetingPlace Service Parameters in Cisco Unified Communications Manager 5.x or Later**

This procedure enables users to be authenticated when they subscribe to the Cisco Unified MeetingPlace service on the Cisco Unified IP Phone User Options (ccmuser) website. It also allows users to access the Cisco Unified MeetingPlace service from their Cisco Unified IP Phones by defining the following service parameters:

- Cisco IP Phone Number
- Cisco Unified MeetingPlace User ID
- Cisco Unified MeetingPlace User Password

1. Choose **Device > Device Settings > Phone Services**. The Find and List IP Phone Services window displays.
2. Use the two drop-down list boxes to search for the MeetingPlace service that you configured in the [To Add Cisco Unified MeetingPlace to the List of IP Phone Services in Cisco Unified CM 5.x or Later](#).
3. In the search results, click the **MeetingPlace** service. The Cisco Unified IP Phone Services Configuration window displays.
4. On the right side of the Parameters list, click **New**.  
 The Cisco IP Phone Service Parameter window appears.
5. To configure the IP Phone Number parameter, enter the information in [Table: Cisco IP Phone Number Parameters](#).

**Table: Cisco IP Phone Number Parameters**

Field and Description	Task
Parameter Name - The exact query string parameter that is used when building the subscription URL.	Enter <b>ipphone</b> .
Parameter Display Name - A descriptive parameter name that is displayed to the user on the Cisco IP Phone User Options (ccmuser) website.	Enter <b>IP phone number</b> .
Parameter Description - A description of the parameter to help users enter the correct value for this parameter.	Enter <b>Your Cisco IP Phone number for MeetingPlace to call you</b> .
Parameter Is Required	Check <b>Parameter Is Required</b> .

6. To add the new IP Phone Number parameter, click **Save**.

7. To configure the MeetingPlace User ID parameter, click **Add New**, then enter the information in [Table: MeetingPlace User ID Parameters](#).

**Table: MeetingPlace User ID Parameters**

Field	Task
Parameter Name	Enter <b>username</b> .
Parameter Display Name	Enter <b>MeetingPlace User ID</b> .
Parameter Description	Enter <b>MeetingPlace User ID</b> .
Parameter Is Required	Check <b>Parameter Is Required</b> .

8. To add the new MeetingPlace User ID parameter, click **Save**

9. To configure the MeetingPlace Password parameter, click **Add New**, then enter the information in [Table: MeetingPlace Password Parameters](#):

**Table: MeetingPlace Password Parameters**

Field	Task
Parameter Name	Enter <b>userpwd</b> .
Parameter Display Name	Enter <b>MeetingPlace Password</b> .
Parameter Description	Enter <b>MeetingPlace Password</b> .
Parameter Is Required	Check <b>Parameter Is Required</b> .
Parameter Is a Password (Mask Contents)	Check <b>Parameter Is a Password (Mask Contents)</b> .

10. To add the new MeetingPlace Password parameter and close the window, click **Save and Close**.

11. To update the Cisco IP Phone Services Configuration window, complete one of the following tasks:

◇ If the service is new and you do not need to rebuild user subscriptions, click **Save**.

or

◇ If the service was modified after subscriptions existed, click **Update Subscriptions** to rebuild all user subscriptions.

**Note:** You must update subscriptions if you changed the Cisco Unified MeetingPlace service URL, removed a phone service parameter, or changed the name for a phone service parameter.

## To Troubleshoot the Cisco Unified MeetingPlace for Cisco Unified IP Phone Configuration

If you set "Allow vanity mtg IDs" to No on the Cisco Unified MeetingPlace Audio Server system, users cannot specify meeting IDs and are notified that meeting IDs are automatically generated.