

This page contains procedures that you may need to do after creating a MetaLink. See the following sections:

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## About Maintaining Cisco Unified MeetingPlace Directory Services

To maintain Directory Services, you should understand the following information:

- User Profile Management
- New Profile Addition
- Existing Profile Modification
- Existing Profile Deletion Through Synchronization
- Manual Deletion of Cisco Unified MeetingPlace Profiles in the Cisco Unified MeetingPlace System

## User Profile Management

After your corporate directory is synchronized with Directory Services, the user information from your corporate directory is propagated automatically to the Cisco Unified MeetingPlace system.

### New Profile Addition

We recommend that you do not add new profiles to the Cisco Unified MeetingPlace system after Directory Services is implemented. All new profiles should be propagated from the source directory, such as the SunOne LDAP Directory or Microsoft Active Directory.

If a new entry has been added in the source directories but has not been propagated to the Cisco Unified MeetingPlace system, see the [Troubleshooting Cisco Unified MeetingPlace Directory Services](#) chapter.

You can manually add new users, such as guest users, to the Cisco Unified MeetingPlace system. However, if the guest username matches the username of an entry in the source directory and that source directory entry later propagates to the Cisco Unified MeetingPlace system, the guest profile information will be overwritten.

### Existing Profile Modification

When you modify Cisco Unified MeetingPlace profiles, we recommend that you follow any existing business rules of your company, and the following guidelines:

- In the Cisco Unified MeetingPlace system, do not modify the Cisco Unified MeetingPlace username at any time. You can modify specific Cisco Unified MeetingPlace attributes.
- If you need to modify a synchronized attribute, such as first name, last name, e-mail address, and so on, modify it in the corporate directory, rather than in Cisco Unified MeetingPlace. The corporate directory will propagate the new values into the corresponding Cisco Unified MeetingPlace directory entry.
- Configure Directory Services to synchronize user status (active/inactive) from Microsoft Active Directory or from the Netscape/SunOne/iPlanet directory version 5 or a later version.

### Existing Profile Deletion Through Synchronization

We recommend that you do not delete an existing profile in the Cisco Unified MeetingPlace system after Directory Services is implemented. All deletion activities should be synchronized from the source directory.

By default, when the source directory either deletes a user entry (active or inactive user) or moves a user entry out of synchronized user containers, the following actions are run on the correlated Cisco Unified MeetingPlace profile:

- The profile is marked inactive.

- "\_" is appended after the Cisco Unified MeetingPlace username, and "0" is appended after the Cisco Unified MeetingPlace profile number.  
Appending a "\_" after the username and a "0" after the profile number prevents duplication of that username and profile number. For example, if user "B" is deleted from the corporate directory and a new user "B" is added to the system, the new "B" might otherwise receive the deleted "B" profile number.
- The profile is added to the deletion list.  
The deletion list is contained in a text file, mpinactive.txt. Each line in the file contains the unique ID of the deleted profile and the time remaining before deletion occurs (in hex format). The deletion.txt file is located in the following directory:

<drive>:\Cisco Systems\Cisco Unified MeetingPlace Directory  
Services\dcdsrvr\run\dcx500\database

- The profile is left in the Cisco Unified MeetingPlace system for 300 days then permanently deleted.

Leaving the profile in the Cisco Unified MeetingPlace system allows the Cisco Unified MeetingPlace user whose profile is deleted to access any recurring future meetings that may have been scheduled up to the maximum advance period allowed.

## Manual Deletion of Cisco Unified MeetingPlace Profiles in the Cisco Unified MeetingPlace System

To delete a Cisco Unified MeetingPlace profile immediately, delete the profile in the Cisco Unified MeetingPlace system. A profile deleted in this way will not be recovered in Cisco Unified MeetingPlace and Cisco Unified MeetingPlace Directory Services and does not following the deletion process that is described in the [Existing Profile Deletion Through Synchronization](#).

Because the corresponding entry, if any, in the corporate directory has not been deleted, any modification of the entry in the corporate directory, such as a username or phone number change, will be repopulated into the Cisco Unified MeetingPlace directory.

## Maintaining Profiles for Cisco Unified MeetingPlace Directory Services

To maintain profiles for Directory Services, complete the following procedures, as applicable:

- [Changing the Default Inactive Period](#)
- [Disabling an Inactive Period Setting](#)
- [Re-Enabling an Inactive Profile](#)

### Changing the Default Inactive Period

The default inactive period is the time a profile remains in the Cisco Unified MeetingPlace system before being permanently deleted. You can set the default inactive period to any length of time.

**Note:** Set these values before you create any MetaLink agreements.

#### To Change the Default Inactive Period

1. From the Windows Start menu, choose **Run**.
2. Open a command prompt window by entering **cmd**.
3. Open the Windows Registry by entering **regedit**.
4. Locate the following keys in the Registry:
  - ◆ [HKEY\_LOCAL\_MACHINE\SOFTWARE\Cisco Systems\Cisco Unified MeetingPlace Directory Services\MPML\Export]"NsecsToKeepInactive"=dword:XXXXXXXX, where XXXXXXXX is the number of seconds before an inactive profile is deleted.
  - ◆ [HKEY\_LOCAL\_MACHINE\SOFTWARE\Cisco Systems\Cisco MeetingPlace Directory Services\MPML\Import]"UpdateInactiveSecs"=dword:XXXXXXXX, where XXXXXXXX is the interval in seconds at which Directory Services checks the status of the inactive profiles in the deletion list.
5. Change the number of seconds in the NsecsToKeepInactive and UpdateInactiveSecs registry keys.
6. Reboot the server.

#### Disabling an Inactive Period Setting

In some situations, you may need to disable an inactive period setting to adhere to the deletion policy of your corporate directory. For example, your IT department policy may be to disable an Active Directory entry for 30 days before permanently removing the entry. Because Directory Services can synchronize user status (active/inactive) from the Active Directory, you can disable the inactive setting in Cisco Unified MeetingPlace.

**Note:** Change this setting before you create any MetaLink agreements.

#### To Disable an Inactive Period Setting

1. From the Windows Start menu, choose **Run**.
2. To open a command prompt window, enter **cmd**.
3. To open the Windows Registry, enter **regedit**.
4. Make changes to the following keys in the Registry:

Parameter	Value	Change To
<b>[HKEY_LOCAL_MACHINE\SOFTWARE\Cisco Systems\Cisco Unified MeetingPlace Directory Services\MPML\Export]</b>		
AllowInactiveOnList	dword:00000001	dword:00000000
DeleteInactive	dword:00000001	dword:00000000
EnableInactiveWhenDeleted	dword:00000001	dword:00000000

<b>[HKEY_LOCAL_MACHINE\SOFTWARE\Cisco Systems\Cisco Unified MeetingPlace Directory Services\MPML\Import]</b>		
DeleteInactive	dword:00000001	dword:00000000
EnableInactiveWhenDeleted	dword:00000001	dword:00000000

5. After modifying the registry, clear and reinitialize the Directory Services database to run the changes by doing the Clearing the Cisco Unified MeetingPlace Directory Services Database and Recreating the Admin Node.

6. Stop and re-start the MeetingPlace Directory Server service, by going to **Start > Settings > Control Panel > Administrative Tools > Services**.

## Re-Enabling an Inactive Profile

To re-enable an inactive profile, remove the corresponding entry in the deletion list and edit the profile in MeetingTime.

### To Re-Enable an Inactive Profile

1. From the Windows Start menu, choose **Programs > DC Directory Administrator**.
2. Log in as Admin. The main directory administration window displays.
3. In the left pane of the administration window, expand the directory node to display the people node.
4. In the right pane, double-click the username for the profile that you want to re-enable.
5. Find the UniqueID for the profile, which is located on MeetingPlaceUserPage1.
6. Use Notepad to open the file called C:\Program Files\Cisco Systems\MeetingPlace Directory Services\dcdsrvr\run\dcx500\database\mpinactive.txt.
7. Locate the line in the file that contains the corresponding UniqueID value and remove this line from the file.
8. In MeetingTime, remove "\_" from the username and "0" from the profile number for this profile.
9. Re-enable the profile.

## Maintaining Backups for Cisco Unified MeetingPlace Directory Services

To maintain backups for Directory Services, do the following procedures, as applicable:

- Backing Up the Cisco Unified MeetingPlace Directory Services Directory
- Backing Up Current MetaLink Configurations
- Automating the Backup Process
- Restoring a Backup Copy of the Database

## Backing Up the Cisco Unified MeetingPlace Directory Services Directory

We recommend that you store backup directory information on a different drive than your original directory.

You should periodically back up your Directory Services directory information in case of hardware failure or corruption so that you can restore backed-up information and minimize data loss. Additionally, you should back up your directory before making any large scale changes so that you can restore the directory to its previous state if a problem occurs.

We recommend that you back up your Directory Services directory at least as often as your Cisco Unified MeetingPlace system is backed up. At a minimum, back up once a week to ensure that the directory can be restored in the event of a catastrophic data loss.

**Note:** Data is compressed during backup, but compression varies according to the directory contents. To prevent running out of disk space, the maximum size of the backup partition is calculated as the size of the uncompressed database.

### To Back Up the Directory Services Directory

1. From the Windows Start menu, choose **Run**.
2. Open a command prompt window by entering **cmd**.
3. Create a directory and place the backup in a subdirectory by entering **dcbackdib BACKUP <backup directory> [THRESHOLD] <threshold-in-Kb>**, where
  - ◆ The **dcbackdib** command pauses the server while performing a backup. This ensures that the backup reflects a consistent state of the directory. If the backup fails immediately because of insufficient storage space, you must delete unwanted files or choose a directory on a different drive before continuing.
  - ◆ The **THRESHOLD** parameter dictates that the backup partition disk space contains at least **<threshold-in-Kb> +** the size of the uncompressed database. If the **THRESHOLD** parameter is not present, the **dcbackdib** command will ensure that the backup partition contains at least twice the disk space of the uncompressed database.

## Backing Up Current MetaLink Configurations

This procedure backs up all current MetaLink configuration files and agreement files that are stored on the Directory Services server.

### To Back Up the Current MetaLink Configurations

1. From the Windows Start menu, choose **Run**.
2. Open a command prompt window by entering **cmd**.
3. Enter **dcdmmu dump C:\temp\output.txt**.

The configuration files and MMU scripts are stored in the output.txt file.

## Automating the Backup Process

You can use the Windows Task Scheduler to schedule automatic backups.

If you are running automatic directory backups in synchronization with Cisco Unified MeetingPlace server backups, schedule the directory backup to run about one hour before the Cisco Unified MeetingPlace server backup.

Do the following procedures, as applicable:

- To Create a Backup Batch File to Back Up the Directory
- To Schedule an Automated Backup in Windows Task Scheduler

### To Create a Backup Batch File to Back Up the Directory

The batch file in this procedure includes commands for deleting an existing backup file, moving the backup file to a different directory, and creating the backup file. The first two commands run only if a backup file already exists. These commands are necessary to update and delete the file so that there are no duplicate copies of the backup and to ensure that the backup process can be performed automatically.

1. In Notepad, open a new text file.
2. Create the following commands, where `directory` is the root directory, `subdirectory` is the subdirectory, `filename` is the name of the backup file, and where the `dcbacklib` command will place the backup copy.

```
:del X:\directory\filename
move X:\directory\subdirectory\filename X:\directory
dcbacklib backup X:directory\subdirectory,
```

**Note:** Each command must appear on its own line.
3. Save and close the text file.

### To Schedule an Automated Backup in Windows Task Scheduler

1. From the Windows Start menu, choose **Programs > Accessories > System Tools > Scheduled Tasks**.
2. From the Contents of Scheduled Tasks panel, double-click **Add Scheduled Task**.
3. Click **Next**.
4. Choose the application that will run the batch file.
5. To choose the backup batch file that you created, click **Browse**; then, click **Open**.
6. From Perform This Task options, choose the frequency at which you want the automatic backup to occur and click **Next**.

7. Choose the frequency parameters and click **Next**.
8. Enter the NT login username, password, and password confirmation and click **Next**.
9. Click **Finish**.
10. (Optional) To modify any of the scheduled task settings, right-click the file in the Contents of Scheduled Task panel and choose **Properties**.
11. (Optional) To run the task immediately, right-click the file in the Contents of Scheduled Task panel and choose **Run**.

## Restoring a Backup Copy of the Database

If a system failure has caused data loss or an extensive update has ended in error, you can rebuild your directory by restoring it from a backed-up copy.

The time needed to restore a backup depends on the following factors:

- Size of the directory
- Speed of the server processor and hard disk
- Whether the backup directory is on a local or remote drive

**Caution!** Restoring from a backup destroys any directory information that may exist. Back up a corrupted directory before restoring an old database.

### To Restore a Backup Copy of the Database

1. From the Windows Start menu, choose **Run**.
2. Open a command prompt window by entering **cmd**.
3. Stop the server by entering **net stop mpdirectory**.
4. Enter **dcbkdb RESTORE <backup directory>**, where <backup directory> is the name of the directory that you want to restore.

If there is an existing directory, you will be prompted for confirmation to delete the directory and replace it with the restored copy.