

[Cisco Unified MeetingPlace Release 6.1](#) > [Cisco Unified MeetingPlace Audio Server](#) > [Planning the installation](#) > [Database Planning Worksheets](#)

This worksheet describes the requirements for scheduling and conducting multiserver meetings.

**Note:** To ensure Cisco Unified MeetingPlace Audio Server and Cisco Unified MeetingPlace Web Conferencing compatibility, check that releases are interoperable. See the [Compatibility Matrix](#).

Action	Description	Complete
System requirements	<ul style="list-style-type: none"> <li>• Make sure all Cisco Unified MeetingPlace servers are running Cisco Unified MeetingPlace Web Conferencing.</li> <li>• If multiserver meetings will be scheduled using Web Conferencing, make sure that systems participating in the multiserver meeting have Web Conferencing installed.</li> </ul>	
Scheduling requirements	<ul style="list-style-type: none"> <li>• For each user who will schedule multiserver meetings, provide a user profile on <i>each</i> Cisco Unified MeetingPlace 8106 or 8112 server.</li> <li>• Enable the user profiles of those who will schedule meetings with multiserver scheduling privileges.</li> <li>• Create Server Information records on all Cisco Unified MeetingPlace systems for each Cisco Unified MeetingPlace 8106 or 8112 server.</li> <li>• To schedule multiserver meetings over the web:                             <ul style="list-style-type: none"> <li>◆ Users must use a supported web browser.</li> <li>◆ Users must be able to access each site's Cisco Unified MeetingPlace Web Conferencing server.</li> <li>◆ Cisco Unified MeetingPlace Web Conferencing must be installed and running at each Cisco Unified MeetingPlace site.</li> </ul> </li> <li>• To schedule multiserver meetings using MeetingTime, users must be able to access each site's Cisco Unified MeetingPlace server through their MeetingTime client software and have MeetingTime on their system.</li> </ul>	
Recommended server configuration	<ul style="list-style-type: none"> <li>• Make sure all Cisco Unified MeetingPlace servers are time synchronized using a Network Time Protocol (NTP) server.</li> <li>• Make sure all servers are properly named across all Cisco Unified MeetingPlace systems.</li> <li>• Record a voice name for the other Cisco Unified MeetingPlace servers.</li> <li>• Set the same guard times on all Cisco Unified MeetingPlace servers.</li> </ul>	

	<ul style="list-style-type: none"><li>• Set the same extend meeting parameters on all Cisco Unified MeetingPlace servers.</li><li>• Record the breakout session warning prompt that will be played before participants enter a breakout session.</li></ul>
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