

Up one level: [Administration Center Page References for Cisco Unified MeetingPlace](#)

In the Cisco Unified MeetingPlace Administration Center, the title of each page appears in the blue bar beneath the "Cisco Unified MeetingPlace System Administration Center" banner.

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Directory Service Configuration Page

To find this page, select **User Configuration > Directory Service > Directory Service Configuration**.

Table: Field Reference: Directory Service Configuration Page

Field	Description
<p>AXL user ID</p> <p>AXL password</p> <p>AXL confirm password</p>	<p>User ID and password for Cisco Unified MeetingPlace to access the Cisco Unified Communications Manager AXL database for user authentication.</p> <ul style="list-style-type: none"> If you created an application user in Cisco Unified Communications Manager, enter the user ID and password for that application user. <p>For information about creating an application user, see Creating an Application User in Cisco Unified Communications Manager in the Configuring Cisco Unified MeetingPlace Directory Service module.</p> <ul style="list-style-type: none"> If you did not create an application user, enter the user ID and password for the default administrator user that was configured during the installation of Cisco Unified Communications Manager. <p>If you use the default administrator user, you will need to update the AXL user ID or AXL password in Cisco Unified MeetingPlace whenever the Cisco Unified Communications Manager administrator user ID or password gets modified.</p>
<p>AXL URL</p>	<p>Enter https://ip-address:8443/axl/, using the Cisco Unified Communications Manager IP address.</p> <p>When you configure this field for the initial Directory Service configuration, make sure that you also check the Update Now and Perform full sync with Cisco Unified Communications Manager check boxes.</p> <p>If Cisco Unified Communications Manager fails, you can modify this field to use a redundant Cisco Unified Communications Manager for authentication only. You must avoid updating or importing user profiles from the redundant Cisco Unified Communications Manager by setting the Update users interval field to the largest available value. When you switch the AXL URL field back to the primary Cisco Unified Communications Manager, you need to set the Update users interval field to the previous value to re-enable user profile synchronization between Cisco Unified MeetingPlace and the primary Cisco Unified Communications Manager.</p>
<p>Update users interval</p>	<p>How frequently to update the Directory Service user profiles.</p> <p>Default: 6 hours</p>
<p>Update Now</p>	<p>If this is checked when you select Save, an immediate Directory Service user profile update occurs. Specifically:</p> <ul style="list-style-type: none"> New users are imported from Cisco Unified Communications Manager.

	<ul style="list-style-type: none"> Existing user profiles in Cisco Unified MeetingPlace are updated. <p>Check this whenever you change the AXL URL, unless you are configuring RSNA (1) <i>without</i> Directory Service.</p> <p>For details about how the user profiles are configured, see Directory Service User Profile Configuration in the Configuring Cisco Unified MeetingPlace Directory Service module.</p>
<p>Perform full sync with Cisco Unified Communications Manager</p>	<p>Determines how the system performs Directory Service user profile updates, both at scheduled intervals and when triggered by checking Update Now and clicking Save:</p> <ul style="list-style-type: none"> When this is unchecked, Cisco Unified MeetingPlace updates only the user profiles that were updated in Cisco Unified Communications Manager <i>after</i> the most recent Directory Service user profile update. When this is checked, Cisco Unified MeetingPlace updates <i>all</i> Directory Service user profiles, whether or not they were recently updated in Cisco Unified Communications Manager. Whether or not this is checked, new users in Cisco Unified Communications Manager are always imported to Cisco Unified MeetingPlace as part of the Directory Service user profile update. <p>Restriction: Because of the large amount of user data being transferred, full synchronizations might impact system performance. Therefore, use this check box only in these situations:</p> <ul style="list-style-type: none"> You are performing the first Directory Service import of user profiles. You migrated non-local users from a Cisco Unified MeetingPlace Release 6.0 system to a Release 7.0 system. You modify the AXL URL. You accidentally delete Directory Service user profiles through the User Profiles Page or Import User Profiles Page of the Administration Center. <p>For details about how the user profiles are configured, see Directory Service User Profile Configuration in the Configuring Cisco Unified MeetingPlace Directory Service module.</p>
<p>Set Cisco Unified Communications Manager sync schedule to match update users interval</p>	<p>Configures the Cisco Unified Communications Manager LDAP directory synchronization schedule to match the value configured in the Update users interval field.</p>
<p>User groups for imported users</p>	<p>Determines how the Group name user profile field is configured for each Directory Service user.</p> <p>See Assigning User Groups for Directory Service Users in the Configuring Cisco Unified MeetingPlace Directory Service module.</p>

Table: Field Reference: Directory Service Configuration Page

Time zones for imported users	<p>Determines how the <u>Time zone</u> user profile field is configured for each Directory Service user.</p> <p>See Assigning Time Zones to Directory Service Users in the Configuring Cisco Unified MeetingPlace Directory Service module.</p>
Custom TZ pattern length	<p>Number of digits to match between the phone number of the user and a time zone filter.</p> <p>You do not need to modify this field if the Telephone Number field in Cisco Unified Communications Manager contains the punctuation or spacing required for the system to match the phone number to a time zone field. For details, see Configuring Directory Service Filters for Time Zones in the Configuring Cisco Unified MeetingPlace Directory Service module.</p> <p>Default: 3</p>
Hostname for Active Directory Service	<p>Enter the hostname of the Application Server.</p> <p>In an Application Server Failover deployment, enter the shared hostname that you configured on the eth0 interface of both Application Servers.</p> <p>In an RSNA deployment:</p> <ul style="list-style-type: none"> • On the RSNA system that is configured for Directory Service, enter the hostname of the Application Server. • On the RSNA system that is <i>not</i> configured for Directory Service, if this field is blank, leave it blank. The field will automatically be populated with the value from the Directory Service-configured system.
Profile Number Configuration	
Generate profile number using	<p>Determines how the <u>Profile number</u> field is configured for each Directory Service user.</p> <p>For details, see Assigning Profile Numbers to Directory Service Users in the Configuring Cisco Unified MeetingPlace Directory Service module.</p> <p>Default: Use phone number as profile number</p>
Number of digits	<p>Determines how many digits of the phone number are used to create the <u>Profile number</u>.</p> <p>This field is applicable only when the Generate profile number using field is set to Use last `n' digits of phone number as profile number.</p> <p>Default: 6</p>

Apply to	<p>Determines whether to apply the Profile Number Configuration settings:</p> <ul style="list-style-type: none"> • To new users only. • To each user whose profile gets imported or updated during Directory Service user profile updates or full synchronizations. <p>Default: New users only</p>
Save	<p>Recommendation: After you select Save, make sure that Perform full sync with Cisco Unified Communications Manager is unchecked.</p>

Footnote 1: RSNA = Reservationless Single Number Access

Related Topics

- [Configuring Cisco Unified MeetingPlace Directory Service](#) module
- [Configuring User Profiles and User Groups for Cisco Unified MeetingPlace](#) module
- [Configuring Reservationless Single Number Access \(RSNA\) for Cisco Unified MeetingPlace](#) module

Directory Service Filters for User Groups Page

To find this page, select **User Configuration > Directory Service > Directory Service Filters for Groups**. By default, this page displays user group filters sorted by department in ascending order.

Table: Navigation Reference: Directory Service Filters for User Groups Page

To	Do This
Sort by department or user group	Select the relevant column heading.
Change the sort order to ascending or descending	Select the column heading to display an arrow. Select the arrow to toggle between a down arrow (ascending sort) and an up arrow (descending sort).
Display a shorter or longer list of entries in one view	At the bottom of the page, in the Rows per page field, select the number of entries to display.
Display a different page of entries	<p>At the bottom of the page, perform one of these actions:</p> <ul style="list-style-type: none"> • In the Go field, enter the page number to display, and select Go. • Select the arrows to page through the list.
Create a user group filter	Select Add New .
Edit a user group filter	Select Edit .
Delete entries	Check the appropriate check boxes in the far left column, and select Delete Selected .

Related Topics

- [Configuring Cisco Unified MeetingPlace Directory Service module](#)

Directory Service Filters for Time Zones Page

To find this page, select **User Configuration > Directory Service > Directory Service Filters for Time Zones**. By default, this page displays time zone filters sorted by phone prefix in ascending order.

Table: Navigation Reference: Directory Service Filters for Time Zones Page

To	Do This
Sort by region and time zone or by phone prefix	Select the relevant column heading.
Change the sort order to ascending or descending	Select the column heading to display an arrow. Select the arrow to toggle between a down arrow (ascending sort) and an up arrow (descending sort).
Display a shorter or longer list of entries in one view	At the bottom of the page, in the Rows per page field, select the number of entries to display.
Display a different page of entries	At the bottom of the page, perform one of these actions: <ul style="list-style-type: none"> • In the Go field, enter the page number to display, and select Go. • Select the arrows to page through the list.
Create a custom time zone filter	Select Add New .
Edit a custom time zone filter	Select Edit .
View detailed time zone information for a preconfigured entry	Select View .
Delete entries	Check the appropriate check boxes in the far left column, and select Delete Selected .

Related Topics

- [Configuring Cisco Unified MeetingPlace Directory Service module](#)

Edit Flex Fields Page

To find this page, select **System Configuration > Flex Fields Configuration**, and then select one of the flex field entries.

Table: Field Reference: Edit Flex Fields Page

Field	Description
Active	Whether the flex field appears in the web user portal and in reports and exported data.
Title	Field title that appears in user profiles, user groups, or meetings.
Type	Information type that determines the format in which the flex field value is stored and interpreted. Restriction: If you modify the Type of an existing flex field, the corresponding flex field value in existing user groups, user profiles, and meeting records will be replaced by the default value applicable to the newly specified Type. See Table: Default Flex Field Values in the Configuring Flex Fields for Cisco Unified MeetingPlace module.
Protection level	Controls user access to this flex field from the Cisco Unified MeetingPlace web user portal: <ul style="list-style-type: none"> • Invisible-Users cannot see the field. • Display-only-Users can see but not edit the field. • Editable-Users can see and edit the field value.
Use custom drop-down list	Whether users enter text or selects from a drop-down list that you create. To activate this field, set the Type field to Text.
New drop-down list item	Use these fields to view and define a drop-down list of options for the flex field. To activate this field, set the Use custom drop-down list field to Yes.
Drop-down list	Restrictions: <ul style="list-style-type: none"> • Do not include any commas (,) when you add a drop-down list item. • The combined length of all drop-down list items cannot exceed 300 - <i>n</i> characters, where <i>n</i> is the number of drop-down list items you defined.
Required field	Whether the flex field is a required field: <ul style="list-style-type: none"> • Yes-If a user tries to schedule a meeting or save a user profile that includes an empty required field, an error message appears. • No-Default value.

Related Topics

- [Configuring Flex Fields for Cisco Unified MeetingPlace](#) module

Edit Templates (Advanced) Page

Use this page to modify the content and appearance of email notifications. To find this page, select **System Configuration > Email Notifications > Email Notification Templates > Edit Templates (Advanced)**.

Note: Make sure you read the [Restrictions](#) for [Editing Templates for Email Notifications](#) in the [Customizing](#)

Email Notifications for Cisco Unified MeetingPlace module.

- [Table: Field Reference: Edit Templates \(Advanced\) Page](#)
- [Editing Areas of the Edit Templates \(Advanced\) Page](#)

Table: Field Reference: Edit Templates (Advanced) Page

Field	Description
Template	<p>Which template to view or edit.</p> <p>For template descriptions, see Table: Email Notification Templates in the Customizing Email Notifications for Cisco Unified MeetingPlace module.</p> <p>Note: For templates that have both SMTP and non-SMTP versions, you must modify <i>both</i> versions to keep them consistent with each other. Otherwise, users might receive different information about the same meeting, depending on the Email type and format setting in each user profile.</p>
Format	<p>Select either the HTML or text version.</p> <p>Note: If you modify an email notification template, you must modify <i>both</i> the HTML and plain text formats to keep them consistent with each other. Otherwise, users might receive different information about the same meeting, depending on the Email type and format setting in each user profile.</p> <p>Default: html</p>
Language	<p>The language property file to view or edit.</p> <p>Default: en_US (U.S. English)</p>

Editing Areas of the Edit Templates (Advanced) Page

- Left-Use the editing area on the left side of the page to modify the appearance of email notifications.
 - ◆ For the HTML format, you can modify the font, size, color, and alignment of the text. You can also insert horizontal lines and hypertext links and modify the location of the graphics.
 - ◆ The tags (\$notify_xxxx) are defined in language property files, one of which appears on the right side of the page.
- Right-Use the editing area on the right side of the page to modify language property files, which define the language translations of the tags used in the templates.
 - ◆ Because the same tags are used in multiple templates, you should preview all templates after editing a language property file.
 - ◆ To view or edit a different language property file, modify the [Language](#) field at the top of the page.

Note: These notes apply to the graphics in email notifications:

- The HTML templates display only the size and location of each graphic.
- Graphics cannot be previewed through the Administration Center and are displayed only in actual

email notifications.

- Email notification graphics cannot be modified or replaced.
- New graphics cannot be added to email notifications.

Related Topics

- [Editing Templates for Email Notifications](#) in the [Customizing Email Notifications for Cisco Unified MeetingPlace](#) module
- [About Email Notification Templates and Language Property Files](#) in the [Customizing Email Notifications for Cisco Unified MeetingPlace](#) module

Edit Templates (Basic) Page

Use this page to modify the content and appearance of email notifications. To find this page, select **System Configuration > Email Notifications > Email Notification Templates > Edit Templates (Basic)**.

Note: Make sure you read the [Restrictions](#) for [Editing Templates for Email Notifications](#) in the [Customizing Email Notifications for Cisco Unified MeetingPlace](#) module.

- [Table: Field Reference: Edit Templates \(Basic\)](#)
- [Editing Area of the Edit Templates \(Basic\) Page](#)

Table: Field Reference: Edit Templates (Basic)

Field	Description
Template	<p>Which template to view or edit.</p> <p>For template descriptions, see Table: Email Notification Templates in the Customizing Email Notifications for Cisco Unified MeetingPlace module.</p> <p>Note: For templates that have both SMTP and non-SMTP versions, you must modify <i>both</i> versions to keep them consistent with each other. Otherwise, users might receive different information about the same meeting, depending on the Email type and format setting in each user profile.</p>
Format	<p>Select either the HTML or text version.</p> <p>Note: If you modify an email notification template, you must modify <i>both</i> the HTML and plain text formats to keep them consistent with each other. Otherwise, users might receive different information about the same meeting, depending on the Email type and format setting in each user profile.</p> <p>Default: html</p>

Editing Area of the Edit Templates (Basic) Page

Use the editing area to modify the appearance of email notifications.

- For the HTML format, you can modify the font, size, color, and alignment of the text. You can also insert horizontal lines and hypertext links and modify the location of the graphics.
- The tags (\$notify_xxxx) are defined in language property files.

Note: These notes apply to the graphics in email notifications:

- The HTML templates display only the size and location of each graphic.
- Graphics cannot be previewed through the Administration Center and are displayed only in actual email notifications.
- Email notification graphics cannot be modified or replaced.
- New graphics cannot be added to email notifications.

Related Topics

- [Editing Templates for Email Notifications](#) in the [Customizing Email Notifications for Cisco Unified MeetingPlace](#) module
- [About Email Notification Templates and Language Property Files](#) in the [Customizing Email Notifications for Cisco Unified MeetingPlace](#) module

Edit Web Server Page

To find this page, select **System Configuration > Web Servers**, and then select one of the entries.

Table: Field Reference: Edit Web Server Page

Field	Description
FQDN	Fully-qualified domain name of the Web Server.
Hostname	<p>Hostname of the Web Server. This might or might not be the same as the FQDN.</p> <p>When Enabled is set to Yes, this text appears in the drop-down menu of links at the top of each Administration Center page.</p> <p>See Changing the Web Server Hostname From an IP Address to a Hostname in the Configuring Security Features for the Cisco Unified MeetingPlace Web Server module.</p>
Unit number	<p><i>Display only.</i> Identifies the Web Server associated with this entry. This number matches the "Unit" value on the Gateway SIM tab in the MeetingPlace Gateways Configuration Utility on the Web Server.</p> <p>See Opening the MeetingPlace Gateways Configuration Utility in the Configuring the Cisco Unified MeetingPlace Gateway System Integrity Manager module.</p>

Installation key	These fields are required to support a "reverse connection" between the Application Server and the Gateway SIM on the Web Server.
IP address	Obtain the "Installation Key" and "Local IP Address" values from the Gateway SIM tab in the MeetingPlace Gateways Configuration Utility on the Web Server. See Opening the MeetingPlace Gateways Configuration Utility in the Configuring the Cisco Unified MeetingPlace Gateway System Integrity Manager module.
Enabled	Whether to enable these options: <ul style="list-style-type: none"> • Gateway SIM "reverse connection" between the Application Server and the Web Server. • Link to the Web Server from the Administration Center.

Related Topics

- [Connecting the Cisco Unified MeetingPlace Application Server to a Web Server](#) module
- [Configuring the Cisco Unified MeetingPlace Gateway System Integrity Manager](#) module

Email Notifications Page

Use this page to perform these tasks:

- [Configuring Email Notification Retries](#) in the [Configuring Email Notification Retries](#) module
- [Configuring the SMTP Servers](#) in the [Configuring Email Notification Retries](#) module
- [Customizing Email Notifications for Cisco Unified MeetingPlace](#) module

Enable SSL Page

To find this page, select **Certificate Management > Enable SSL**.

Table: Field Reference: Enable SSL Page

Field	Description
Certificate file	Restriction: The certificate must be in one of these formats: <ul style="list-style-type: none"> • Privacy enhanced mail (PEM) • Distinguished Encoding Rules (DER)
Private key file	Leave these fields blank if you used the Generate Certificate Signing Request (CSR) Page to obtain a certificate file from a CA. On that page, clicking Generate CSR also causes the system to generate and store the private key file and password for the CA-provided certificate.
Password	If you use a different tool to obtain a certificate, private key file, and password, then enter

	<p>values in these fields.</p> <p>Also, in the unlikely case that you need to replace your Application Server, you can transfer the certificate file, private key file, and password information to the new Application Server by entering the values in these fields.</p>
Upload Certificate	This button submits the entered information and enables SSL.

Related Topics

- [Uploading the Certificate File and Enabling SSL in the Configuring SSL for the Cisco Unified MeetingPlace Application Server module](#)
- [Troubleshooting SSL for the Cisco Unified MeetingPlace Application Server module](#)
- [Generate Certificate Signing Request \(CSR\) Page](#)

Exchange Server Configuration Page

To find this page, select **System Configuration > Email Notifications > Exchange Server Configuration**.

Table: Field Reference: Exchange Server Configuration Page

Field	Description
Exchange Server	
Hostname	Hostname or IP address of the Microsoft Exchange Server.
Language	Used to support localized Exchange servers. Default: en_US.
TLS enabled	If the Microsoft Exchange Server is configured to use TLS(1) encryption, set this to true. Default: false
MeetingPlace Mailbox Account	
Windows domain	Microsoft Windows domain. Obtain this value from your Microsoft Exchange administrator.
User ID	User ID for the dedicated email account for Cisco Unified MeetingPlace on the Microsoft Exchange Server. Example: MeetingPlace
Password	Password for the dedicated email account for Cisco Unified MeetingPlace on the Microsoft Exchange Server.
Password confirm	
Email address	Email address for the dedicated email account for Cisco Unified MeetingPlace on the Microsoft Exchange Server.

	Example: MeetingPlace@example.com
Mailbox maintenance interval (days)	<p>How often Microsoft Exchange cleans up the mailbox for the dedicated email account of Cisco Unified MeetingPlace on the Microsoft Exchange Server.</p> <p>A value of 0 disables this deletion.</p> <p>After you select Save on the Exchange Server Configuration Page, the first deletion occurs the following Sunday at 12:00 a.m. (local server time).</p> <p>Default: 7</p>
Mailbox maintenance cutover (days)	<p>Number of days that notifications are stored in the mailbox for the dedicated email account of Cisco Unified MeetingPlace on the Microsoft Exchange Server.</p> <p>Default: 14</p>
Test	Use this button to verify the connection between Cisco Unified MeetingPlace and the Microsoft Exchange Server.

Footnote 1: TLS = Transport Layer Security

Related Topics

- [Enabling Microsoft Outlook Calendar Notifications for Meetings Scheduled from the Cisco Unified MeetingPlace Web User Portal](#) module

Generate Certificate Signing Request (CSR) Page

Use this page to generate a CSR that you then send to an authorized Certificate Authority (CA) to apply for a digital identity certificate.

Caution! If you already installed a valid SSL certificate, then generating a new CSR will make the existing certificate invalid. Proceed only if you are installing the certificate for the first time, if you are replacing an expired certificate, or if you change the hostname of your Application Server.

Table: Field Reference: Generate Certificate Signing Requests (CSRs) Page

Field	Description
Organization unit	<p>The name of your group within your organization.</p> <p>Restriction: If you want to use any special (non-alphanumeric) characters, ask your CA for</p>

	character restrictions.
Organization	The name of your organization. Restriction: If you want to use any special (non-alphanumeric) characters, ask your CA for character restrictions.
City	The city in which you are located.
State	The state in which you are located. Restriction: Some CAs do not recognize two-letter state abbreviations, so use the full state name.
Country	Two-letter country code that identifies the country in which you are located.
Generate CSR	Creates the following: <ul style="list-style-type: none"> • CSR that you download and then send to the CA in return for a certificate file. • Private key file and password that are stored on the system. <p>When you later upload the certificate file, the system binds the certificate file with the generated private key file and password to enable SSL.</p> <p>Caution! Do not select this button more than once. Specifically, do not select this button again after downloading the CSR, because the resulting certificate will not work with the private key file and password.</p>

Related Topics

- [Generating a Certificate Signing Request and Obtaining the Certificate in the Configuring SSL for the Cisco Unified MeetingPlace Application Server module](#)
- [Troubleshooting SSL for the Cisco Unified MeetingPlace Application Server module](#)
- [Enable SSL Page](#)