

**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.

This section describes the fields and options on each page, presented in alphabetical order by page titles **M - P**.

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## Maintenance Page

Use this page to perform these tasks:

- [Importing Data into Cisco Unified MeetingPlace module](#)
- [Running Reports and Exporting Data from Cisco Unified MeetingPlace module](#)
- [Configuring SNMP on the Cisco Unified MeetingPlace Application Server module](#)
- [Installing and Managing Licenses for Cisco Unified MeetingPlace module](#)
- [Backing Up, Archiving, and Restoring Data on the Cisco Unified MeetingPlace Application Server module](#)
- [Sending Email Blasts from Cisco Unified MeetingPlace module](#)
- [Customizing Music and Voice Prompts for Cisco Unified MeetingPlace module](#)

## Media Parameters Page

Use this page to modify audio and video settings. To find this page, select **System Configuration > Call Configuration > Media Parameters**.

**Table: Field Reference: Media Parameters Page**

Field	Description
<b>Media Parameters</b>	
Audio RTP starting port	<p>The Media Server assigns RTP(*1)/UDP(*2) ports starting from the specified value up to that value plus 1024. Modify this field only if required to conform with local firewall rules.</p> <p>This field applies only to audio ports. Video ports always start at 20000 and are not configurable.</p> <p>Default 16384</p>
TTL	<p>Time-to-live value in the IP header of transmitted voice packets. Determines how many hops an IP packet travel through the network before it is discarded.</p> <p>Recommendation: Set the value at least high enough to match the number of router hops between Cisco Unified MeetingPlace and the furthest user endpoint. Using a relatively low number can help reduce the</p>

	<p>quantity of stray packets on the network.</p> <p>Default: 64</p>
<b>QoS (*3)</b>	
Audio media IPv4	<p>Differentiated Services (DiffServ) code point (DSCP) settings that determine the QoS for the audio and video media signaling, as defined in <a href="#">RFC 2475</a>.</p> <p>Recommendation: Keep the default value. The other values are available for the rare instances when the network requires a different DSCP setting.</p>
Video media IPv4	<p>For more information, see the "Network Infrastructure" chapter of the <i>Cisco Unified Communications Solution Reference Network Design (SRND)</i> that applies to your version of Cisco Unified Communications Manager at <a href="http://www.cisco.com/en/US/products/sw/voicesw/ps556/products_implementation_design_guides_list.html">http://www.cisco.com/en/US/products/sw/voicesw/ps556/products_implementation_design_guides_list.html</a></p>
Signaling IPv4	<p>Defaults:</p> <ul style="list-style-type: none"> <li>• Audio media: EF DSCP (101110)</li> <li>• Video media: AF41 DSCP (100010)</li> <li>• Signaling: CS3 (precedence 3) DSCP (011000)</li> </ul>
<b>Echo Canceller (*4) (this section is available only when the <u>Type of media server</u> is set to <b>Hardware Media Server</b>)</b>	
Window size (milliseconds)	<p>Range of echo return delay that the LEC will attempt to cancel.</p> <p>Default: 128</p>
Enable non-linear processing (NLP)	<p>NLP removes the small amount of residual uncanceled echo that inevitably passes through the echo canceller and might be useful for removing residual echo from acoustic or low-bandwidth voice codec (for example, ITU-T G.729) endpoints.</p> <p>Set this field to No:</p> <ul style="list-style-type: none"> <li>• If you do not want to suppress the residual echo.</li> <li>• If you notice subtle voice quality issues, such as variations in background noise levels while NLP is enabled.</li> </ul> <p>Default: Yes</p>
Enable comfort noise in NLP	<p>To help make the overall background noise level continuous, the NLP generates comfort noise.</p> <p>Set this field to No if you prefer silence instead of comfort noise whenever NLP is actively removing residual echo. Note, however, that disabling comfort noise might result in undesirable variations of background noise levels between silence and noise.</p> <p>Default: Yes</p>

<p>Enable LEC w. G.729?</p>	<p>Whether to enable LEC when G.729 is in use.</p> <p>Restriction: You must disable Enable LEC w. G.729? (set this field to No) if you want the High Capacity <u>Global audio mode</u> field on the <u>Media Resource Configuration Page</u> to also use G.729.</p> <p>Default: Yes</p>
<p>Minimum echo return loss (ERL) (dB)</p>	<p>A lower ERL setting might help the LEC cancel loud echoes, but it increases the risk of distortion caused by clipping or squelching of the signal.</p> <p>Default: 6</p>
<p>Bulk delay (milliseconds)</p>	<p>This value is added to the Window size (milliseconds), so that the cancelled echo return delays will range from Bulk delay (milliseconds) to Bulk delay (milliseconds) + Window size (milliseconds). This allows the LEC to work on echoes that are outside the normal range in exchange for not canceling short-return-delay echoes.</p> <p>Default: 0</p>
<p><b>Gain Control (*5) (this section is available when the <u>Type of media server</u> is set to <b>Hardware Media Server</b>)</b></p>	
<p>Enable automatic gain control (AGC)</p>	<p>AGC causes Cisco Unified MeetingPlace to dynamically adjust the input gain so the average energy matches a specific level. This is useful when various phones, or people in a conference room, produce different volume levels. Nevertheless, AGC can be problematic in cases where noise might be mistaken for voice.</p> <p>When AGC is disabled, the specified Fixed gain (dB) is applied to all inputs.</p> <p>Default: No</p>
<p>AGC target level (dBm)</p>	<p>The target energy level for the AGC algorithm is applied to all inputs. Make this number less negative to increase the average volume level. The default value of -18 is a typical level for telephony circuits.</p> <p>Restriction: This field applies only when the Enable automatic gain control (AGC) field is set to Yes.</p> <p>Default: -18</p>
<p>Fixed gain (dB)</p>	<p>The fixed input gain is applied to all inputs. Use positive numbers to increase the volume, and use negative numbers to decrease the volume. The default value of 0 leaves the input level alone.</p> <p>Restriction: This field applies only when the Enable automatic gain control (AGC) field is set to No.</p> <p>Default: 0</p>
<p><b>Digits (*6)</b></p>	
<p>Enable <u>RFC 2833</u> detection</p>	<p>There are three DTMF methods:</p> <ol style="list-style-type: none"> <li>1. RFC-2833, which is negotiated and can be disabled</li> </ol>

	<p>2. KPML, which is negotiated and cannot be disabled</p> <p>3. In-band DTMF tones, which is not negotiated but can be disabled (see "Enable in-band DTMF detection" setting)</p> <p><u>RFC 2833</u> is a standard mechanism for transmitting keypad digits in-band in VoIP media packets. It is commonly used as an adjunct to SIP signaling. Most calls will negotiate either <u>RFC 2833</u> (in band) or KPML(*7) (out of band) depending on the capabilities of the user endpoint.</p> <p>If both RFC-2833 and KPML are negotiated (implying that RFC-2833 was enabled), Cisco Unified MeetingPlace will listen for RFC-2833 and not KPML. You can force the use of KPML by disabling RFC-2833 if you are trying to validate KPML. Otherwise, disabling RFC-2833 is typically not necessary as most calls will not notice a difference. If you do notice a difference it may be due to Cisco Unified Communications Manager inserting a MTP to translate RFC-2833 to KPML. This happens if a trunk or endpoint does not support out-of-band signaling. Depending on the setup, MTP insertion may result in loss of video or, if you run out of MTP resources, call failure.</p> <p>Restriction: this field is available only when the Type of media server is set to Hardware Media Server.</p> <p>Default: Yes</p>
<p><u>RFC 2833</u> payload type</p>	<p>Payload type for RFC2833 digits, tones, and signals.</p> <p>Recommendation: Contact your network administrator for the payload type used in your network.</p> <p>Default: 101</p>
<p>Enable in-band DTMF detection</p>	<p>Whether to turn on the signal processing which looks for in-band acoustic DTMF (*8) tones in the input audio media stream. Note that DTMF works well only with the G.711 codec.</p> <p>Recommendation: Enter Yes to support terminals that lack another signaling mechanism, including <u>RFC 2833</u>, KPML, or H.245. Enter No if you find that Cisco Unified MeetingPlace responds to voices as if they were keypad inputs (talk off).</p> <p>Default: Yes</p> <p>This option is not available when the Type of media server is set to Express Media Server.</p>
<p><b>Jitter Buffer (this section is not available when the <u>Type of media server</u> is set to Express Media Server)</b></p>	
<p>Maximum size (milliseconds)</p>	<p>Maximum and minimum lengths of time, in milliseconds, that the jitter buffer holds voice packets. A large jitter buffer helps the system accurately reassemble the media stream, but it adds to perceived latency.</p>
<p>Minimum size</p>	<p>Jitter refers to the variation in the delay of received packets. When voice data is sent across the network, the</p>

(milliseconds)	<p>packets are sent in a continuous stream with the packets spaced evenly apart. Due to network congestion, improper queuing, or configuration errors, the delay between each received packet can vary instead of remaining constant. Some packets can even arrive out of order or not arrive at all.</p> <p>A higher Maximum size (milliseconds) helps the system adapt to poor conditions. A lower value might be better for interactive conversations, where an occasional dropped packet might be preferable to long latency.</p> <p>The Minimum size (milliseconds) is the starting jitter buffer size. The closer this value is to the typical jitter on the network, the quicker the system adapts, but this adds directly to latency.</p> <p>Maximum size (milliseconds) default: 250</p> <p>Minimum size (milliseconds) default: 30</p>
<b>Miscellaneous</b>	
Maximum conference speakers	<p>Maximum number of input lines that will be simultaneously mixed together in a meeting. A small value (2) reduces the background noise and echo. A large value (4) is best for more interactive meetings.</p> <p>Default: 4</p>

**Footnotes**

- 1: RTP = Real-Time Transport Protocol
  
- 2: UDP = User Datagram Protocol
  
- 3: QoS = Quality of Service
  
- 4: The echo canceller parameters control the Line Echo Canceller (LEC), which reduces audible echo in meetings.
  
- 5: The gain control parameters apply a fixed or adaptive gain to all audio inputs.
  
- 6: The digits parameters control how keypad inputs are received.

- 7: KPML = Key Press Markup Language
- 8: DTMF = Dual Tone Multi-Frequency

**Related Topics**

- [Configuring Parameters that Affect Sound and Video Quality](#) in the [Configuring Meetings for Cisco Unified MeetingPlace](#) module

## Media Resource Configuration Page

Use this page to configure media resources. This page can be used for systems that are configured for a Hardware Media Server or for an Express Media Server.

To find this page, select **System Configuration > Media Resource Configuration**.

**Note:** Depending on the type of media server you select, the order of the fields on this page varies.

**Table: Field Reference: Media Resource Configuration Page**

Field	Description
Type of media server	This is set during installation, but you can change it.
Total system resource units (SRUs)	<i>Display only.</i> Available only when the Type of media server is set to Express Media Server. Total number of SRUs available in the system. This shows the system capacity, based on hardware (such as Cisco MCS type and the number and speed of the CPUs). For details, see the <i>Planning Guide for Cisco Unified MeetingPlace</i> at <a href="http://www.cisco.com/en/US/products/sw/ps5664/ps5669/products_implementation_design_guides_list.html">http://www.cisco.com/en/US/products/sw/ps5664/ps5669/products_implementation_design_guides_list.html</a>
Remaining SRUs for high-end audio and video	<i>Display only.</i> Available only when the Type of media server is set to Express Media Server. Number of SRUs that are available for enhanced audio and video features.  After you load audio and video licenses, the system deducts one SRU per audio or per video license from remaining SRU pool. For example, if you install one audio and one video license, the system deducts two from the pool. If you install more licenses than the system can support, the remaining SRU pool shows 0, system allocates resources first to audio and second to video (if there are remaining resources).

	<p>Some SRUs are consumed immediately for normal system operation and are deducted from the Total system resource units (SRUs).</p> <p>When you configure ad-hoc meeting features, SRUs are immediately deducted from the remaining SRU pool.</p> <p>When you configure scheduled meeting features, the system allocates the resources at runtime if available. If there are not enough SRUs remaining in the pool, the system will not offer the feature to the user.</p>
Audio licensed ports	<p><i>Display only.</i> Number of voice licenses installed on the system, determined by the installed voiceconf and maxvoice licenses. To view installed and enabled licenses, see <a href="#">Displaying Licenses</a> in the <a href="#">Installing and Managing Licenses for Cisco Unified MeetingPlace</a> module.</p>
Audio available ports	<p><i>Display only.</i> Number of voice ports for scheduled, reservationless and ad-hoc meetings on the system, determined by either the Audio licensed ports field or the Audio capacity override (ports) field.</p> <p>Voice ports are also used by meeting recordings. See <a href="#">Audio and Video Recording Resources and Port Usage</a> in the <a href="#">Configuring Audio and Video Recordings for Cisco Unified MeetingPlace</a> module.</p> <p>The displayed value determines the maximum possible number of simultaneous voice meeting connections to Cisco Unified MeetingPlace.</p> <p>Hardware media: Audio available ports = Audio licensed ports subject to the availability of hardware resources.</p> <p>Express Media Server: <a href="#">Audio available ports</a> = <a href="#">Scheduled audio ports</a>.</p>
Video licensed ports	<p><i>Display only.</i> Number of video licenses on the system, determined by the installed videoconf and maxvideo licenses. To view installed and enabled licenses, see <a href="#">Displaying Licenses</a> in the <a href="#">Installing and Managing Licenses for Cisco Unified MeetingPlace</a> module.</p>
Video available ports	<p><i>Display only.</i> Number of video ports for scheduled, reservationless, and ad-hoc meetings on the system, determined by either the Video licensed ports field or the Video capacity override (ports) field.</p> <p>This number is also affected by the settings on the <a href="#">Add Video Type Page</a> based on which video type you select. When the system runs out of resources from the remaining SRU pool, video is no longer offered to the user.</p> <p>Video ports can also be used by meeting recordings. See <a href="#">Audio and Video Recording Resources and Port Usage</a> in the <a href="#">Configuring Audio and Video Recordings for Cisco Unified MeetingPlace</a> module.</p> <p>The displayed value determines the maximum possible number of simultaneous video connections to Cisco Unified MeetingPlace.</p> <p>Hardware media: Video available ports = Video licensed ports subject to the availability of hardware resources.</p>



	Express Media Server: Video available ports = Scheduled video ports.
Audio floater ports	For a description, see the Scheduled Audio and Video Settings section.
Audio overbook ports	For a description, see the Scheduled Audio and Video Settings section.
<b>Scheduled Audio and Video Settings (available only when the Type of media server is set to Express Media Server)</b>	
Scheduled audio ports	<p><i>Display only.</i> Number of scheduled voice ports. The system checks this number against the number of installed audio licenses.</p> <p>Scheduled audio ports = Audio licensed ports - Ad-hoc audio ports</p>
Enable scheduled G.729 or G.722	<p>Enables G.729 or G.722 high-quality voice ports for scheduled meetings. The system does not reserve these ports in advance but takes them from the remaining SRU pool only if there are enough resources remaining on the system.</p> <p>Cost per port: 5 SRUs.</p>
Scheduled video ports	<p>Number of scheduled video ports. The system does not reserve these ports in advance but takes them from the remaining SRU pool only if there are enough resources remaining on the system.</p> <p>Scheduled video ports = Video licensed ports - Ad-hoc video ports</p>
Audio floater ports	<p><i>Applies to scheduled meeting resource allocation only.</i> Number of voice ports that are reserved as floater ports. You use floater ports for any scheduled meeting to accommodate unanticipated additional participants. Configuring voice floater ports reduces the number of ports that are available for scheduling meetings.</p> <p>Voice floater ports are also used by meeting recordings. See <a href="#">Audio and Video Recording Resources and Parameters Usage</a> in the <a href="#">Configuring Audio and Video Recordings for Cisco Unified MeetingPlace</a> module.</p> <p>Restrictions:</p> <ul style="list-style-type: none"> <li>• This number cannot exceed the value of the Audio licensed ports field.</li> <li>• Changing the licenses might affect the upper and lower limits for this parameter.</li> </ul> <p>For recommendations for determining the number of floater ports, see the <i>Planning Guide for Cisco Unified MeetingPlace</i> at <a href="http://www.cisco.com/en/US/products/sw/ps5664/ps5669/products_implementation_design_guides_list.html">http://www.cisco.com/en/US/products/sw/ps5664/ps5669/products_implementation_design_guides_list.html</a>.</p> <p>Default: 2</p>
Audio overbook ports	<p><i>Applies to scheduled meeting resource allocation only.</i> Number of voice ports to allow for scheduled meetings that exceed the number of available voice ports on the system. Configuring voice overbook ports increases the risk of users being unable to attend scheduled meetings.</p> <p>If you use this feature, you assume that users who are scheduled to attend meetings do not always attend, leaving their reserved voice ports unused. Once all voice ports are in use, other users who try to attend a voice meeting will not be able to get through.</p>

	<p>Restrictions:</p> <ul style="list-style-type: none"> <li>• This number cannot exceed twice the value of the Audio licensed ports field.</li> <li>• Changing the licenses might affect the upper and lower limits for this parameter.</li> </ul> <p>For recommendations for determining the number of overbook ports, see the <i>Planning Guide for Cisco Unified MeetingPlace</i> at <a href="http://www.cisco.com/en/US/products/sw/ps5664/ps5669/products_implementation_design_guides_list.html">http://www.cisco.com/en/US/products/sw/ps5664/ps5669/products_implementation_design_guides_list.html</a>.</p> <p>Default: 0</p>
<p><b>Ad-Hoc Audio and Video Settings (available only when the Type of media server is set to Express Media Server)</b></p>	
Ad-hoc audio ports	<p>Number of ad-hoc voice ports registered to Cisco Unified Communications Manager. The Cisco Unified MeetingPlace system checks this number against the number of installed audio licenses. Changing this value affects the number of resources in the remaining SRU pool.</p> <p>Default: Ad-hoc audio ports = Audio licensed ports - Scheduled audio ports</p> <p>Select <b>change</b> to change the number of ad-hoc audio ports.</p>
Enable ad-hoc G.729 or G.722	<p>Enable or disable G.729 or G.722 ad-hoc ports.</p> <p>You can enable this feature only if there are enough SRUs available on the system to support these features. If there are enough resources, the system immediately deducts them from the remaining SRU pool.</p> <p>Cost per port: 5 SRUs.</p> <p>Default: No</p>
Enable ad-hoc video	<p>Enable or disable ad-hoc video. When enabled, the system reserves the same number of ad-hoc video ports as the number of ad-hoc audio ports from the SRU pool. Based on the selected Ad-hoc video mode type, these video ports are configured at the Ad-hoc video minimum bit rate (kbps) and the Ad-hoc video maximum bit rate (kbps).</p> <p>The system guarantees video ports at the basic rate of 320 kbps. The system provides additional bit rates for each port only if there are remaining SRUs.</p> <p>Default: No</p>
Ad-hoc video ports	<p><i>Display only.</i> Number of ad-hoc video ports available. This number cannot be larger than the number of Ad-hoc audio ports.</p> <p>If Enable ad-hoc video is disabled, the ports that were allocated for ad-hoc video are now available for Scheduled video ports.</p>

	<p>Default: Ad-hoc video ports = Ad-hoc audio ports</p>
Ad-hoc video mode	<p>This system-level setting applies to all ad-hoc conferences. Options:</p> <ul style="list-style-type: none"> <li>• H.263</li> <li>• H.264 AVC (Level 1.1)-Low resolutions available with mobile endpoints. Example: QCIF 30 FPS</li> <li>• H.264 AVC (Level 1.3)-Most common resolutions available with desktop endpoints. Example: CIF 30 FPS.</li> <li>• H.264 AVC (Level 3.0)-High quality resolutions for more advanced endpoints. Example: VGA at 30 FPS.</li> <li>• H.264 AVC (Level 3.1)-High definition resolutions for HD endpoints. Example: 720p HD at 30 FPS.</li> </ul> <p>Note that the resolution examples are not guaranteed. Per the H.264/AVC video coding standard, the endpoint must be able to support different resolutions for a given negotiated level. The actual resolution will vary and change at any time during the conference. Cisco Unified MeetingPlace signals the specified H.264 level but does not mandate any resolution scheme.</p> <p>Restriction: You can configure the ad-hoc video mode only if you set the "Enable ad-hoc video" field to Yes. Otherwise, the "Ad-hoc video mode" field is dimmed.</p> <p>Default: H.263</p>
Ad-hoc video minimum bit rate (kbps)	<p>Minimum bit rate for the video experience. The minimum bit rate is the minimum rate that the endpoint must receive from the conference.</p> <p>The conference bridge offers the minimum and maximum bit rates to the endpoint during negotiation. The minimum bit rate specifies the minimum video experience and if the system does not have resources to support this rate, video is not offered to the user.</p>
Ad-hoc video maximum bit rate (kbps)	<p>Maximum bit rate for ad-hoc video.</p> <p>The maximum bit rate is the maximum rate that the endpoint can send video to the conference.</p>
<b>Override System Capacity</b>	
Override system audio and video capacity	<p>Select <b>Yes</b> to override the system audio and video capacity. This makes the Audio capacity override (ports) and Video capacity override (ports) become active.</p> <p>When the Type of media server is set to Hardware Media Server, you can install more licenses than the hardware can support, and you can override the system capacity with this setting.</p> <p>When the Type of media server is set to Express Media Server, you can install more licenses than the hardware can support. The system allocates all the SRUs to support basic audio unless you use the Override system audio and video capacity. You can free up SRUs by using the override capacity settings.</p> <p>Use the Resource Management Spreadsheet to help you analyze the audio and video requirements of your user base. If you know how many users on the network use video and at what speed, and what type of audio quality you can determine how many licenses to buy and whether to buy additional licenses to override the system capacity.</p>

	<p>capacity to provide extra features.</p> <p>For information on using the Resource Management Spreadsheet, see the <i>Planning Guide for Cisco Unified MeetingPlace</i> at <a href="http://docwiki.cisco.com/wiki/Cisco_Unified_MeetingPlace%2C_Release_8.0_--_Planning_Your_Deploy">http://docwiki.cisco.com/wiki/Cisco Unified MeetingPlace%2C Release 8.0 -- Planning Your Deploy</a></p> <p>Default: No</p>
Audio capacity override (ports)	Number of voice ports for scheduled, reservationless, and ad-hoc meetings on the system. This field can be modified only when the Override system audio and video capacity field is set to Yes. Select <b>Change</b> to enter number of override ports.
Video capacity override (ports)	<p>Number of video ports for scheduled, reservationless, and ad-hoc meetings on the system. This field can be modified only when the Override system audio and video capacity field is set to Yes. Select <b>Change</b> to enter number of override ports.</p> <p>Recommendation: When the Type of media server is set to Hardware Media Server, enter the number of video ports that is supported by your Hardware Media Server. See the limitations for Cisco Unified MeetingPlace licenses in the <i>Planning Guide for Cisco Unified MeetingPlace</i> at <a href="http://docwiki.cisco.com/wiki/Cisco_Unified_MeetingPlace%2C_Release_8.0_--_Planning_Your_Deploy">http://docwiki.cisco.com/wiki/Cisco Unified MeetingPlace%2C Release 8.0 -- Planning Your Deploy</a></p>
<b>Global Settings (available only when the Type of media server is set to Hardware Media Server)</b>	
Global audio mode	<p>Choose between the higher-capacity and higher-quality options.</p> <p>See the recommendations for determining the global audio mode in the <i>Planning Guide for Cisco Unified MeetingPlace</i> at <a href="http://docwiki.cisco.com/wiki/Cisco_Unified_MeetingPlace%2C_Release_8.0_--_Planning_Your_Deploy">http://docwiki.cisco.com/wiki/Cisco Unified MeetingPlace%2C Release 8.0 -- Planning Your Deploy</a></p>
<b>Ports Per Meeting</b>	
Maximum ports per reservationless meeting	<p>Maximum number of voice, web, or video ports that can be used in a meeting.</p> <p>The first two fields (Maximum ports per reservationless meeting and Maximum ports per scheduled meeting) restrict the maximum size that a meeting can grow to even when ports are still available.</p>
Maximum ports per scheduled meeting	<ul style="list-style-type: none"> <li>• When the Type of media server is set to Express Media Server, the upper limit for these two fields is Scheduled audio ports.</li> <li>• When the Type of media server is set to Hardware Media Server, the upper limit for these two fields is Audio licensed ports.</li> <li>• The lower limit for both of these fields is 2.</li> </ul>
Maximum reserved ports per scheduled meeting	<p>The third field (Maximum reserved ports per scheduled meeting) restricts the maximum number of ports that can be reserved when a meeting is scheduled.</p> <ul style="list-style-type: none"> <li>• The upper limit for this field is Maximum ports per scheduled meeting.</li> <li>• The lower limit for this field is 2.</li> </ul>
Default number of ports per audio meeting	Default number of voice ports to reserve for meetings. This value is used in the Number of Participants field when scheduling meetings. This field also applies to reservationless meetings.

Restriction: This number cannot exceed the [Audio available ports](#) field value.

Default: 4

**Related Topics**

- [Configuring Ad-Hoc Conferencing for Cisco Unified MeetingPlace](#) module
- [Configuring Meetings for Cisco Unified MeetingPlace](#) module

## Media Statistics Report Page

Use this page to run reports that are useful for troubleshooting the software-based audio and video mixers in Cisco Unified MeetingPlace.

To find this page, select **Reports > Media Statistics Report**.

- [Output Reference: Media Statistics Report Page > Conference Statistics Report](#)
- [Output Reference: Media Statistics Report Page > Channel Statistics Report](#)
- [Output Reference: Media Statistics Report Page > Channel Status Report](#)

**Table: Field Reference: Media Statistics Report Page**

Field	Description
Conference Statistics Report	<ul style="list-style-type: none"> <li>• Global statistics-Contains historical data that applies to all voice meetings and video conferences handled by the mixers since initialization.</li> <li>• Conference statistics-Contains information about voice meetings and video conferences that are currently active.</li> </ul>
Channel Statistics Report	Displays mixer statistics for each voice call and video connection that is currently active.
Channel Statistics Report	Displays mixer status information about each voice call and video connection that is currently active.

**Note:** The fields that display only video information do not appear in the report output if no video calls are received by Cisco Unified MeetingPlace.

**Table: Output Reference: Media Statistics Report Page > Conference Statistics Report**

Field Name	Description
<b>Global Statistics</b>	

Start Time	Date and time when the mixer was initialized (system boot time).
Elapsed Time	Number of hours, minutes, and seconds that the mixer has been active.
Active Audio/Video Conf	Number of currently active voice and video meetings.
Max Active Conf	Maximum number of voice meetings, video meetings, and breakout sessions that were active simultaneously since initialization.
Total Audio/Video Conf	Number of voice meetings, video meetings, and breakout sessions that were held since initialization.
Active Audio/Video Chn	Number of channels (callers) currently connected to either the audio or video mixer.
Join/Depart Conf	Number of times that callers joined or left voice meetings and video meetings as well as the number of times that the system called a user to join a meeting or ejected someone from a meeting since system initialization.
Max Conf Duration	Elapsed time of longest running voice or video meeting.
Total Audio/Video Rcv Pkt	Number of RTP (1) packets received by the audio and video mixers.
Total Audio/Video Xmt Pkt	Number of RTP packets transmitted by the audio and video mixers.
Total Audio Drop Pkt	Number of incoming voice packets that were detected as missing.
Max Jitter	Maximum length of time, in milliseconds, that the RTP jitter buffer holds voice packets.
<b>Conference Statistics</b>	
System Active	Status of the server.
Date and Time	Date and time that the report was last refreshed, which occurs automatically and frequently.
Conf ID	Unique number used by the local audio mixer to identify the voice meeting. This value is different from the meeting ID displayed to users.
Start Time	Date and time when the voice meeting began.
Elapsed	Amount of time that the voice meeting has been active.
Max Active Chn	Total number of active channels (callers) connected to the audio mixer since the voice meeting began.
Active Chn	Number of channels (callers) currently connected to the audio mixer for this meeting.
Join/Depart Conf	Number of user-initiated joinings and departures (the number of times that callers joined or left voice meetings) and system-initiated joinings and departures (the number of times that the system called a user to join a meeting or ejected someone from a meeting) since system initialization.
Audio Pkts Rcv/Xmit	Number of audio RTP packets received and transmitted by the audio mixer for this meeting.
Video Pkts Rcv/Xmit	Number of video RTP packets transmitted by the video mixer for this meeting.
Audio Bytes Rcv	Amount of audio RTP data, in bytes, received by the audio mixer for this meeting.
Audio Bytes Xmit	Amount of audio RTP data, in bytes, sent by the audio mixer for this meeting.
Intra-frames Requested/Detected/Timeouts	Number of times the video mixer requested and detected intra-frames. Also the number of timed-out intra-frame requests.  Intra-frames (or I-frames) are frames that carry the complete picture of a video

	<p>image from a participant. I-frames are sent periodically in a video stream and whenever a video speaker switch occurs.</p> <p>When the active speaker changes, the system requests an I-frame and then waits to receive an I-frame from the new active speaker before switching the video stream. Until an I-frame is received or the active speaker changes again, the system sends FVU requests to the new active speaker every two seconds.</p>
Active/Previous Speaker	Channel IDs ( <b>Chn ID</b> ) of the active and previous speakers in the conference.
Active Video Chn	Number of active video channels in use during this conference.
Max Jitter	Maximum jitter detected in incoming audio during this conference.
Max Play Delay	Maximum delay during this meeting, in milliseconds, between the time a play request was received and the time the buffer started playing the data.
Play Delay	Current delay, in milliseconds, between the time a play request is received and the time the buffer starts playing the data for this meeting.
Max Record Delay	Maximum delay during this meeting, in milliseconds, between the time a file recording was requested and the time the recording began.
Record Delay	Current delay, in milliseconds, between the time a file recording is requested and the time the recording begins.

Footnote 1: RTP = Real-Time Transport Protocol

**Note:** The fields that display only video information do not appear in report output if no video calls are received by Cisco Unified MeetingPlace.

**Table: Output Reference: Media Statistics Report Page > Channel Statistics Report**

Field Name	Description
Total Active Channels	Number of channels that are currently active.
Channel Record Last Updated	Date and time that the channel record was last refreshed, which occurs automatically and frequently.
Chn ID	Channel identification assigned to the caller.
Conf ID	Unique number used by the local audio mixer to identify the voice meeting. This value is different from the meeting ID displayed to users.
Start Time	Date and time that the call was established.
Elapsed	Amount of time that the call has been active.
Audio Pkts Rcv/Sent/Lost	Number of audio RTP (*1) packets received from and sent to the endpoint and the number of lost packets.
Video Pkts Rcv/Sent	Number of video RTP packets received from and sent to the endpoint.
	Amount of audio RTP data, in kilobytes, received from and sent to the endpoint.

Audio KBytes Rcv/Sent	
Video KBytes Rcv/Sent	Amount of video RTP data, in kilobytes, received from and sent to the endpoint.
Out of Order Video Pkts	Number of video RTP packets that were received out of sequence from the endpoint.
FVU / Flow Cntl Requests	Number of fast video update requests and flow-control requests received from the endpoint.
I frame Req / Detected	<p>Number of I-frames requested and detected. I-frames are frames that carry the complete picture of a video image of a participant. I-frames are sent periodically in a video stream and whenever a video speaker switch occurs.</p> <p>When the active speaker changes, the system requests an I-frame and then waits to receive an I-frame from the new active speaker before switching the video stream. Until an I-frame is received or the active speaker changes again, the system sends FVU requests to the new active speaker every two seconds.</p> <p>Under normal conditions, the requested and detected values should be the same. If these counts do not match, check the video endpoints for errors.</p> <p>Also, endpoints that have difficulty decoding video can request additional I-frames. Therefore, endpoints that have a higher I-frame count than others in a conference should be examined for network issues.</p>
Flush Rate	<p>Average number of flushed packets per second. A flushed packet is one that arrived too late for the audio mixer to play in the correct sequence order and is thus thrown away.</p> <p><b>Note:</b> The value of this field and the Insert Rate field should be equal.</p>
Insert Rate	<p>Average number of PLC (*2) packets per second that are locally generated by the audio mixer and inserted in place of packets that did not arrive in time to play in the correct sequence order. Without PLC packets, callers would hear clicks and pops because of missing packets.</p> <p><b>Note:</b> The value of this field and the Flush Rate field should be equal.</p>
Silence Pkt Rate	<p>Average number of RTP packets per second that are not received, not sent, or are SID(*3) packets.</p> <p>Using VAD(*4) saves bandwidth by sending RTP packets over the network only when the audio reaches a certain level, such as when a caller talks. When the caller stops talking, a SID packet is sent to notify the audio mixer that a subsequent gap in RTP packets is caused by silence on the call, as opposed to serious network delay. If the last packet in a stream of RTP packets is a SID, the audio mixer knows not to count the subsequent gap as jitter and to locally generate and play comfort noise to fill the gap.</p>
Audio Pkt Size	Size of audio RTP packets, in bytes. 160-byte packets correspond to a 20 ms packetization period.
Max Jitter	Maximum jitter detected in incoming audio packets from the endpoint.
Avg Jitter	Average jitter value observed for packets arriving from the endpoint.



Pkt Delay	Delay, in milliseconds, between the current packet being played and the last received packet. Also called buffer depth.
Digits Rcvd	Number of digits received from the endpoint.
Digits Sent	Number of digits sent to the endpoint.
Max Play Delay	Maximum delay, in milliseconds, between the time a play request was received and the time the buffer started playing the data.
Play Delay	Current delay, in milliseconds, between the time a play request is received and the time the buffer starts playing the data.
Max Record Delay	Maximum delay, in milliseconds, between the time a file recording was requested and the time the recording began.
Record Delay	Current delay, in milliseconds, between the time a file recording is requested and the time the recording begins.

**Footnotes**

- 1: RTP = Real-Time Transport Protocol
  
- 2: PLC = packet loss concealment
  
- 3: SID = Silence Insertion Descriptor
  
- 4: VAD = Voice Activity Detection

**Note:** The fields that display only video information do not appear in report output if no video calls are received by Cisco Unified MeetingPlace.

**Table: Output Reference: Media Statistics Report Page > Channel Status Report**

Field Name	Description
Conf ID	Unique number used by the local audio mixer to identify the voice meeting. This value is different from the meeting ID displayed to users.
Chn ID	Channel identification assigned to the caller.
Callers DN (R=Outdial)	Phone number of the video caller. An R at the end denotes that this is an outgoing call.
State	Whether the caller is currently in a voice meeting.
Mixed	Whether or not the voice stream of the caller is currently being heard by others in the voice meeting. The audio mixer mixes the three loudest callers at any given time, and all other meeting participants cannot be heard at all.

Rmt Audio IP Addr	Voice endpoint IP address of the caller.
or	or
Rmt A/V IP Addr	Voice endpoint IP address and video endpoint IP address of the caller.
Rmt Audio RTP Port	Voice endpoint RTP (*1) port of the caller.
or	or
Rmt A/V RTP Port	Voice endpoint RTP port and video endpoint RTP port of the caller.
Rmt Audio RTCP Port	Voice endpoint RTCP (*2) port of the caller.
or	or
Rmt A/V RTCP Port	Voice endpoint RTCP port and video endpoint RTCP port of the caller.
Lcl Audio IP Addr	IP address of the audio port for your Cisco Unified MeetingPlace system.
or	or
Lcl A/V IP Addr	IP addresses of the audio and video ports for your Cisco Unified MeetingPlace system.
Lcl Audio RTP Port	RTP port of the Cisco Unified MeetingPlace audio mixer, which receives the audio RTP stream from the caller.
or	or
Lcl A/V RTP Port	RTP ports of the Cisco Unified MeetingPlace audio mixer and video mixer, which receive the audio and video RTP streams of the caller.
Lcl Audio RTCP Port	RTCP port of the Cisco Unified MeetingPlace audio mixer, which receives the audio RTCP messages from the caller
or	or
Lcl A/V RTCP Port	RTCP ports of the Cisco Unified MeetingPlace audio mixer and video mixer, which receive the audio and video RTCP messages from the caller.

Picture Format	Picture format information for Common Intermediate Format (CIF), Video Graphics Array (VGA), high definition (HD), and the video endpoint H.264 profile level.
TOS	IP type of service setting for the output stream to this caller.
TTL	Time-to-live, in hops, for transmitted packets.
Audio Codec Type	Audio payload type used in the RTP media streams.
or	or
A/V Codec Type	Audio and video payload type used in the RTP media streams.
	Valid payload types:
	<ul style="list-style-type: none"> <li>• 0-G.711uLaw.</li> <li>• 8-G.711aLaw.</li> <li>• 34-H.263 (1996) video.</li> <li>• 96-127-DTMF (*3) or H.264 video. During call setup, an unused payload type is negotiated from the dynamic payload type range.</li> </ul>
Ann Active	Whether an announcement is currently being played.
Ann File Name	Displays the full name of the file or prompt that is currently being played.
Rec Active	Whether the call is being recorded.
Rec File Name	Displays the full name of the file to which the call is being recorded.

**Footnotes**

- 1: RTP = Real-Time Transport Protocol
  
- 2: RTCP = RTP Control Protocol
  
- 3: DTMF = dual tone multifrequency

**Related Topics**

- [Running a Report about Media Statistics](#) in the [Running Reports and Exporting Data from Cisco Unified MeetingPlace](#) module

## Meeting Cancellation Report Page

This page provides information about each meeting that was cancelled during a specified range of dates. To find this page, select **Reports > Meeting Cancellation Report**.

**Table: Field Reference: Meeting Cancellation Report Page**

Field	Description
Report type	Output format, either text or HTML.  Restriction: If you select txt, all fields are displayed in the report output. The check boxes for selecting fields become dimmed.
Destination	Output destination. For restrictions and recommendations for each option, see <a href="#">Reports and Exported Data</a> in the <a href="#">Running Reports and Exporting Data from Cisco Unified MeetingPlace</a> module.
Sort by	Whether you want the report data sorted by scheduler ID, meeting ID, or date.  Default: Meeting ID
Start date	Default: yesterday (mm/dd/yyyy)
End date	Default: today (mm/dd/yyyy)
<b>Check Boxes and Output Fields</b>	
Show all fields	Displays all fields in the report output.  Unchecking this clears all check boxes, except Scheduler ID and Meeting ID.
Scheduler ID	Name of the meeting owner.  Restriction: This check box cannot be cleared.
Meeting Subject	Meeting subject.
Number of required ports	Number of ports that were reserved for the meeting.
Required length of conference	Length of time scheduled for the meeting.
Meeting ID	Meeting ID.  Restriction: This check box cannot be cleared.
Start date/time of conference	Scheduled start date and time of the meeting.
Billing code	See Billing code.

**Related Topics**

- [Running Reports and Exporting Data from Cisco Unified MeetingPlace module](#)

## Meeting Categories Page

To find this page, select **System Configuration > Meeting Categories**.

**Table: Navigation Reference: Meeting Categories Page**

To	Do This
Sort by owner, last modifier, or last modification time	Select the <b>Owner</b> , <b>Last Modified By</b> , or <b>Last Modified Time</b> column heading.
Change the sort order to ascending or descending	Select the column heading to display an arrow. Select the heading again to toggle between a down arrow (ascending sort) and an up arrow (descending sort).
Display a shorter or longer list 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"> <li>• In the Go field, enter the page number to display, and select <b>Go</b>.</li> <li>• Select the arrows to page through the list.</li> </ul>
Search by name	Enter at least the first character of the name, and select <b>Search</b> .
Edit an existing entry	Select an entry.
Create a new meeting category	Select <b>Add New</b> .
Delete one or more meeting categories	Check the appropriate check boxes in the far left column, and select <b>Delete Selected</b> .  Restriction: You cannot delete the preconfigured Standard meeting category.

**Related Topics**

- [Configuring Meeting Categories](#) in the [Configuring Meetings for Cisco Unified MeetingPlace module](#)
- [Add Meeting Categories Page](#)

## Meeting Configuration Page

Use this page to configure system-wide meeting parameters. To find this page, select **System Configuration > Meeting Configuration**.

**Table: Field Reference: Meeting Configuration Page**

<b>Field</b>	<b>Description</b>
Default meeting length (minutes)	<p>Default length of meetings, in minutes. This value is used in the Duration field when scheduling meetings. This field also applies to reservationless meetings.</p> <p>Restrictions:</p> <ul style="list-style-type: none"> <li>• This number cannot exceed the value entered in the Maximum meeting length (minutes) field.</li> <li>• This field does not apply to meetings that are scheduled from Microsoft Outlook.</li> </ul> <p>Default: 30</p>
Maximum meeting length (minutes)	<p>User cannot schedule meetings longer than this number of minutes. Also, reservationless meetings end after this number of minutes.</p> <p>Restriction: If this value differs from the following, the lowest value is used:</p> <ul style="list-style-type: none"> <li>• Maximum meeting length (minutes) field in the user profile of the meeting owner.</li> <li>• Maximum Call Duration Timer service parameter in Cisco Unified Communications Manager.</li> </ul> <p>See <a href="#">Configuring the Maximum Call Duration in Cisco Unified Communications Manager</a> in the <a href="#">Integrating Cisco Unified MeetingPlace with Cisco Unified Communications Manager</a> module.</p> <p>Default: 240</p>
Meeting ID start guard time (minutes)	<p>Number of minutes before the requested meeting start time that the meeting ID is reserved.</p> <p>This field and the Meeting ID end guard time (minutes) field control when meeting IDs are available for reuse and when the system recognizes a meeting ID.</p> <p>Before the meeting ID start guard time, users who try to attend the meeting hear or see on the screen: "This is not a recognized meeting ID number." During the meeting ID start guard time period, users hear: "The meeting has not started."</p> <p>Meeting ID start guard times are not applied to reservationless meetings or meetings that begin immediately.</p>

	<p>Recommendation: 30. To ensure that meeting IDs are available for reuse, decrease this value if the number of simultaneous meetings to be held on your system is about the same as the number of available meeting IDs.</p> <p>Default: 30</p>
Meeting ID end guard time (minutes)	<p>Number of minutes after a meeting that the meeting ID is reserved.</p> <p>This field and the Meeting ID start guard time (minutes) field control when meeting IDs are available for reuse and when the system recognizes a meeting ID.</p> <p>During the meeting ID end guard time, users who try to attend the meeting hear or see on the screen: "The meeting has ended." After the meeting ID end guard time period, users hear: "This is not a recognized meeting ID number."</p> <p><b>Note:</b> Meeting ID end guard times are not applied to reservationless meetings, meetings that are user-terminated before the scheduled end time, or meetings that end automatically due to non-attendance. In such instances, the meeting ID is available immediately for reuse.</p> <p>Recommendation: 15. To ensure that meeting IDs are available for reuse, decrease this value if the number of simultaneous meetings to be held on your system is about the same as the number of available meeting IDs.</p> <p>Default: 30</p>
Extend meeting (minutes)	<p>Whether to extend meetings if they run over the requested duration <i>and</i> if ports are available. Meetings might continue to be extended as long as ports are available, up to the Maximum meeting length (minutes) field value. Specifically for web meeting rooms:</p> <ul style="list-style-type: none"> <li>• For meetings scheduled with zero locations, the web meeting is extended as long as there is at least one participant in the web meeting room.</li> <li>• For meetings scheduled with at least one location, the web meeting is extended only if there are at least two voice meeting participants.</li> </ul> <p>If you select Yes, also enter the number of minutes to extend meetings.</p> <p>If you select No, or if ports are not available at the end of the meeting, callers receive a warning that the meeting will end. The warning time is determined by the Last warning time (minutes) field.</p> <p>Default: Yes, 15</p>

<p>Early meeting start (minutes)</p>	<p>Maximum time, in minutes, before the scheduled meeting start that participants can enter the meeting. This field does not apply to reservationless meetings.</p> <p>Restriction: This number cannot exceed the value entered in the Meeting ID start guard time (minutes) field.</p> <p>Recommendation: 10</p> <p>Default: 10</p>
<p>Last warning time (minutes)</p>	<p>Number of minutes before the end of a meeting when the system issues a warning.</p> <p>Default: 2</p>
<p>Minimum meeting password length</p>	<p>Minimum number of characters required in meeting passwords.</p> <p>A value of 0 means that meeting passwords are never required, even for meetings that are scheduled by users whose user profile <u>Meeting password required</u> field is set to Yes.</p> <p>Recommendation: Follow your company guidelines for similar telecommunications systems.</p> <p>Default: 0</p>
<p>Maximum advance days to schedule</p>	<p>How many days in advance users can schedule meetings.</p> <p>Default: 300</p>
<p>Days until meeting statistics deleted</p>	<p>Minimum number of days that meeting data is stored on the Application Server and Web Server. To determine the actual date when the meeting data will be deleted:</p> <ul style="list-style-type: none"> <li>• If you enter a value less than 7, the system deletes the meeting data after the specified number <i>plus</i> 7 days. For example, if you enter 5, the meeting data is deleted after 5 + 7 = 12 days.</li> <li>• If you enter a value equal to or greater than 7 days, the system deletes the meeting data after the specified number of days. For example, if you enter 7, the meeting data is deleted after 7 days.</li> </ul> <p>Once meeting data is deleted, it is no longer available for reporting purposes.</p> <p>Restriction: Changes to this field apply only to meetings that are scheduled <i>after</i> the field is changed. For each meeting, the system applies the field value that was configured at the time the meeting was scheduled.</p>



	<p>Recommendation: If your system holds more than 2000 meetings per day, keep this value lower than 180 days (or 6 months). This will prevent database size issues that may impact system performance. For more information, see the <a href="#">Maintaining the Cisco Unified MeetingPlace Database</a> module.</p> <p>Default: 120</p>
Allow vanity meeting IDs	<p>Whether users can request a specific meeting ID when scheduling a meeting. If a user requests a meeting ID that is already reserved for another meeting, the system prompts the user to select another meeting ID.</p> <p>If you select No, the system generates a unique, randomly generated ID for every scheduled meeting. Users cannot change the assigned meeting IDs.</p> <p>Default: Yes</p>
Minimum scheduled meeting ID length	<p>Minimum number of characters in meeting IDs.</p> <p>Note that longer meeting IDs are more secure, because they are more difficult to guess.</p> <p>Restriction: If this value is set to 3 <i>and</i> the scheduler does not enter a vanity meeting ID, the system assigns a four-digit meeting ID to all new meetings.</p> <p>Default: 4</p>
Enable rescheduled recurring meetings	<p>Whether to enable users to reschedule recurring meetings.</p> <p>Default: Yes</p>
Disconnect empty port (minutes)	<p>Number of minutes after the scheduled start time that ports are held after all participants leave, even when the scheduled meeting time is not over. This time accounts for longer meetings when people break and return to the meeting. This time also applies if no one comes to the meeting.</p> <p>Restriction: This parameter does not apply to reservationless meetings.</p> <p>Default: 30</p>
Early meeting port release (minutes)	<p>Number of minutes before the scheduled end of a meeting that ports are released if no ports are in use for that meeting.</p> <p>Default: 5</p>
<b>Auto-Answer Devices</b>	

Meeting controls device	<p>Determines whether the meeting owner or the meeting itself controls when auto-answer devices are disconnected from each meeting:</p> <ul style="list-style-type: none"> <li>• No-When the meeting owner leaves the meeting, all auto-answer devices are disconnected from the meeting.</li> </ul> <p>If the meeting owner never joins the meeting, auto-answer devices are disconnected from the meeting when ports are disconnected or released due to the Disconnect empty port (minutes) and Early meeting port release (minutes) settings on the Meeting Configuration Page, whichever field is enforced first.</p> <ul style="list-style-type: none"> <li>• Yes-The Connected until meeting ends field is enforced.</li> </ul> <p>Restriction: You must select <b>Yes</b> if your Cisco Unified MeetingPlace system is integrated with Cisco WebEx and allows external meetings. Otherwise, Cisco WebEx Network-Based Recording (NBR) will not work.</p> <p>Default: No</p>
Connected until meeting ends	<p>Determines how meeting-controlled auto-answer devices are disconnected from meetings:</p> <ul style="list-style-type: none"> <li>• No-All auto-answer devices are disconnected from the meeting when all <i>non</i>-auto-answer participants leave the meeting.</li> <li>• Yes-Auto-answer devices are disconnected from the meeting when ports are disconnected or released due to the Disconnect empty port (minutes) and Early meeting port release (minutes) settings on the Meeting Configuration Page, whichever field is enforced first.</li> </ul> <p>Restriction: This field is ignored when the Meeting controls device field is set to No.</p> <p>Default: No</p>
Disconnect when all continuous meeting parties leave	<p>Whether to disconnect auto-answer devices from continuous meetings when all <i>non</i>-auto-answer participants leave the meeting.</p> <p>Recommendation: Set this field to Yes if both the Meeting controls device and Connected until meeting ends fields are also set to Yes. Otherwise, the system will never automatically disconnect auto-answer devices from continuous meetings.</p> <p>Default: No</p>
<b>Recordings</b>	
Maximum meeting message length (minutes)	<p>Maximum length of each recorded meeting message.</p> <p>Default: 60</p>
	<p>Maximum length of recorded meeting names.</p>

Table: Field Reference: Meeting Configuration Page

Maximum meeting name length (seconds)	Default: 4
Maximum participant name length (seconds)	Maximum length of recorded meeting participant names. Default: 4

**Related Topics**

- [Configuring Meetings for Cisco Unified MeetingPlace](#) module
- [How to Configure Auto-Answer Devices in the Configuring Endpoints for Cisco Unified MeetingPlace](#) module
- [Configuring Audio and Video Recordings for Cisco Unified MeetingPlace](#) module

## Meeting Information Report Page

This report provides information about meetings that occur in the specified date range. The output is grouped by User ID of the meeting owner. To find this page, select **Reports > Meeting Information Report**.

**Table: Field Reference and Output Field Reference: Meeting Information Report Page**

Field	Description
Report type	Output format, either text or HTML.
Destination	Output destination. For restrictions and recommendations for each option, see <a href="#">Reports and Exported Data in the Running Reports and Exporting Data from Cisco Unified MeetingPlace</a> module.
Start date	Default: yesterday (mm/dd/yyyy)
End date	Default: today (mm/dd/yyyy)
<b>Check Boxes and Output Fields</b>	
Show all fields	Displays all fields in the report output. <b>Note:</b> Unchecking this clears all check boxes that are not dimmed.
Owner ID	User ID of the meeting owner.
Date held	Date and time that this meeting took place.
Billing code	Billing code for the meeting.
Disk space clear date	Date and time when recordings for the meeting will be deleted from the Application Server. This clear date cannot be changed, and it is set to seven days after the meeting ends.
Scheduled length	Length of time scheduled for the meeting.
Actual length	Actual meeting length, from when the first meeting participant joined to when the last meeting participant left. If the meeting is not attended, the length is 1+ the disconnect empty port (minutes).
Roll call	Number of minutes used to record the participant names or locations.
<b>Additional Output Fields</b>	
Total for <User ID>	Sums of the following items for the user:

	<ul style="list-style-type: none"> <li>• Scheduled length</li> <li>• Actual length</li> <li>• Roll call</li> </ul>
Number of Meetings	Number of meetings in this report that were owned by the user.

**Related Topics**

- [Running Reports and Exporting Data from Cisco Unified MeetingPlace module](#)

## Migration Import Tool

Use this file to migrate user groups, user profiles, and meetings from an existing Cisco Unified MeetingPlace system of a previous release.

To find this page, select **Maintenance > Migration Import Tool**.

**Caution!** Once you execute a migration, do not make any changes in the Administration Center until the migration is complete.

**Table: Field Reference: Migration Import Tool Page**

Field	Description
Data file to use	Selects the data migration file.
Send log information to	Whether to display the migration log information on the screen or save the log information to a file.
Error threshold	If the number of errors that occur while importing the migration file is greater than this error threshold, the system cancels the import.  Default: 50

## Notification Configuration Page

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

**Table: Field Reference: Notification Configuration Page**

Field	Description
If notification fails retry (times)	Default: 3
Delay between retries (seconds)	Default: 10

If still fails wait before trying again (hours)	Default: 4
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#### Related Topics

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

## Notification Destinations Page

To find this page, select **Maintenance > SNMP > Notification Destinations**.

**Table: Field Reference: Notification Destinations Page**

Field	Description
Destination IP address	Select to edit this notification destination.
Port number	Port number of this notification destination.
SNMP version	Either SNMP version 1 or version 2c.
Community string name	Community string associated with this notification destination.
Notification type	Either trap or inform.

#### Related Topics

Topics in the [Configuring SNMP on the Cisco Unified MeetingPlace Application Server](#) module:

- [Adding or Editing SNMP Notification Destinations](#)
- [Displaying or Deleting SNMP Notification Destinations](#)

## Outlook Authentication Configuration Page

To find this page, select **System Configuration > Outlook Authentication Configuration**.

**Note:** This page appears only when the msft\_int license is installed.

Use this page to configure the default authentication method for users who schedule Cisco Unified MeetingPlace meetings from Microsoft Outlook.

If you select the Single Sign-On authentication method, these options become available:

- To add a domain, select **Add New**.
- To edit an existing entry, select the name of that entry.
- To delete an entry, check the item and select **Delete Selected**.

**Table: Field Reference: Outlook Authentication Configuration Page, Add Outlook Single Sign-On Domain Page, and Edit Outlook Single Sign-On Domain Page**

Field	Description
Outlook Default Authentication method	<p>Select between the <u>Remember Me</u> and <u>Single Sign-On</u> user authentication options.</p> <p>Restriction: The <u>Single Sign-On</u> option is available only when SSL (1) is enabled on the Application Server.</p> <p>Default: Remember me</p>
Outlook Single Sign-On Domain	<p>Specify all domains that are used by your Cisco Unified MeetingPlace for Microsoft Outlook users. Specifically:</p> <ul style="list-style-type: none"> <li>• Enter the domains that the client machines are in.</li> </ul> <p>Note that the client machine domains may differ from the user domains. For example, a user PC may be in domainA.example.com, while the user account is domainB\username. You would enter domainA as an Outlook Single Sign-On Domain.</p> <ul style="list-style-type: none"> <li>• For client machines in a workgroup (as opposed to a domain), enter the domain portion of the user email addresses (that is, the part after @) in the Outlook Single Sign-On Domain field.</li> </ul> <p>If you enter any uppercase letters, the system automatically converts them to lowercase letters.</p> <p>Default: Application Server domain, which was set during installation.</p>

Footnote 1: SSL = Secure Sockets Layer

**Related Topics**

- [Configuring the Default Authentication Method for Microsoft Outlook Users in the Enabling Cisco Unified MeetingPlace Scheduling from Microsoft Outlook module](#)
- [Configuring SSL for the Cisco Unified MeetingPlace Application Server module](#)

## Outlook Plug-In Configuration Page

Use this page to configure which Cisco Unified MeetingPlace servers become available in the client PC Microsoft Outlook options after the plug-in is installed.

- To add a server, select **Add New**.
- To edit an existing entry, select the name of that entry.
- To delete an entry, check the item and select **Delete Selected**.

To find this page, select **System Configuration > Outlook Plug-In Configuration**.

**Note:** This page appears only when the msft\_int license is installed.

**Table: Field Reference: Outlook Plug-In Configuration Page, Add Cisco Unified MeetingPlace Server Page, and Edit Cisco Unified MeetingPlace Server Page**

Field	Description
Make Cisco Unified MeetingPlace form the default appointment form	<p>Whether to use the Cisco Unified MeetingPlace scheduling form by default for all new Microsoft Outlook appointments and meetings.</p> <p>The user can override this setting from Microsoft Outlook by selecting <b>Tools &gt; Options</b> and selecting the <b>MeetingPlace</b> tab.</p> <p>Default: Yes</p>
Name	<p>Unique name to appear in the list of available Cisco Unified MeetingPlace systems in the Microsoft Outlook options on the user PC.</p> <p>Restriction: This field cannot contain any spaces. You can, however, use an underscore character (<u>_</u>), for example, "my_mpx_server."</p>
URL	<p>URL of the Cisco Unified MeetingPlace server to associate with the entered <u>Name</u>.</p> <p>If SSL is enabled, be sure that the URL starts with "https" and not "http".</p> <p>Required format: <b>http://hostname/outlook/mpe</b></p>

**Related Topics**

- [Adding Cisco Unified MeetingPlace Systems to the Plug-In for Microsoft Outlook in the Enabling Cisco Unified MeetingPlace Scheduling from Microsoft Outlook module](#)

## Port Utilization Report Page

Use this page to compare the number of ports scheduled to the number of ports actually used during a specified period of time. This information can help you determine the peak and off-peak times for your system and compare resource usage with available capacity.

To find this page, select **Reports > Port Utilization Report**.

- [Table: Field Reference: Port Utilization Report Page](#)
- [Output Reference: Port Utilization Report](#)

**Table: Field Reference: Port Utilization Report Page**

Field	Description
Start date	The day you want the port utilization report data to begin. Default: today (mm/dd/yyyy)
End date	The day you want the port utilization report data to end. Default: today (mm/dd/yyyy)
Start time	The hour you want the port utilization report data to begin. Default: 8:00 AM
End time	The hour you want the port utilization report data to end. Default: 5:00 PM
Conference type	Whether you want report data about voice, web, or video meetings. Default: Voice



### **Output Reference: Port Utilization Report**

The port utilization report output is a chart that shows this information:

- Date and times represented by the report.
- Number of licensed ports on the system for the selected conference type.
- (Red data) Percentage of licensed ports that were *scheduled* for meetings of the selected conference type.
- (Blue data) Percentage of licensed ports that were actually *used* to attend meetings of the selected conference type.
- Percent of conference is calculated each minute.

### **Related Topics**

- [Running Reports and Exporting Data from Cisco Unified MeetingPlace module](#)