

**Main page:** [Cisco Unified MeetingPlace, Release 8.0](#)

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Step 1: Install the Application Server (which includes the Software Media Server)	Step 2: Install the Hardware Media Server (optional)	Step 3: Configure the Hardware Media Server (optional)	Step 4: Install the Web Server (optional)	Step 5: Install the Cisco WebEx Node for MCS (optional)	Step 6: Install integrations (optional)
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- This is step 3 of the installation and configuration process. See the [Quick Start for Installing and Configuring Cisco Unified MeetingPlace Release 8.0](#) module for information about the order in which to install and configure the Cisco Unified MeetingPlace Release 8.0 components.
- The steps in this module are optional and should only be performed if you are installing a Hardware Media Server and not an Express Media Server. (You selected the type of media server when you installed the Application Server.)

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## About the Interfaces for the Hardware Media Server

The Cisco Unified MeetingPlace Hardware Media Server has multiple user interfaces. Two of them have similar names and perform similar functions, but are very different. These are the Media Server Administration and the Media Server Administrator and they are both used only with the Hardware Media Server. They are not used if your system deploys an Express Media Server.

<b>Media Server Administration</b>	<b>Media Server Administrator</b>
Was formerly called iCM.	Also called the MSA interface.
Accessed from the Cisco Unified MeetingPlace Administration Center.	Accessed from the Media Server Administration.
See the <a href="#">Signing in to the Media Server Administration for the Hardware Media Server</a> .	See <a href="#">Signing In to the Media Server Administrator for the Hardware Media Server</a> in the <a href="#">Using the Media Server Administrator (MSA) Interface for the Hardware Media Server</a> .
Used to add and synchronize Audio Blades.	Used to perform advanced configuration of the Audio and Video Blades.
See the <a href="#">Adding an Audio Blade to Cisco Unified MeetingPlace</a> and the <a href="#">Synchronizing Audio Blade Meeting Types with the Template Audio Blade</a> .	See <a href="#">Configuring the Audio and Video Blades for the Hardware Media Server</a> .

## Signing in to the Media Server Administration for the Hardware Media Server

### Restriction

If all three of the following conditions are true, you cannot access the Media Server Administration for the Hardware Media Server from the Application Server:

- You accessed the Application Server from the Web Server
- The Web Server is running the Cisco Security Agent (CSA)
- You are using Internet Explorer

For example, if you are using Internet Explorer to access the Web Server (and the Web Server has CSA running on it), and you then sign in to the Application Server and select the Media Server Administration tab, the system generates an error message.

To access the Media Server Administration for the Hardware Media Server, do not use Internet Explorer with a Web Server that is running the CSA. If you must use Internet Explorer with a Web Server that is running the CSA, do not access the Media Server Administration from the Application Server.

### Procedure

1. Sign in as an administrator to the Cisco Unified MeetingPlace Administration Center.
2. Select **Media Server Administration** on the top right.  
The Media Server Administration for the Hardware Media Server sign in page appears in a new window.  
**Note:** The Media Server Administration link is only visible if your Cisco Unified MeetingPlace system has a Hardware Media Server installed. You will not see this link if your Cisco Unified MeetingPlace system has an Express Media Server.
3. Sign in to the Media Server Administration for the Hardware Media Server as an administrator. Use the same user ID and password that you used to sign into the Administration Center.

## Changing the Media Server Administration Password for the Hardware Media Server

Use this procedure if you know the current password for the Media Server Administration for the Hardware Media Server and want to change it.

**Note:** If you do not know the current password and need to reset it, use the **resetmsapassword** command in the CLI. See the [Using the Command-Line Interface \(CLI\) on the Cisco Unified MeetingPlace Application Server](#) module for information about using the CLI.

**Procedure**

1. Sign in to the Media Server Administration for the Hardware Media Server.
2. Select **My Profile** from the left panel.
3. Select **Modify Password**.
4. Enter the current password.
5. Enter a new password.
6. Confirm the new password.
7. Select **OK** in the Modify Password dialog box.
8. Select **OK** in the My Profile page.
9. Select **Logoff**.

The system displays the sign in page for the Media Server Administration for the Hardware Media Server.

10. Sign in using the new password.

**Related Topics**

- [Signing in to the Media Server Administration for the Hardware Media Server](#)

## Adding an Audio Blade to Cisco Unified MeetingPlace

The following are the default values for new Audio Blades:

Parameter	Default
Name	--
IP address	--
Admin user name <b>Note:</b> This is the only user who can access the Media Server Administration for the Hardware Media Server.	admin <b>Note:</b> Cannot be changed.
Admin user password	By default, this is the same password that you used to sign into the Administration Center. However, if you have changed the password using the procedure in the <a href="#">Changing the Media Server Administration Password for the Hardware Media Server</a> , use the new password.
SNMP read community name	RVGET2
SNMP write community name	RVSET2

**Note:** Once an Application Server is configured with the credentials for an Audio Blade, that Application Server will attempt to control that Audio Blade even if the Audio Blade is attached to a different Application Server. This can result in the two systems fighting for control. To avoid this problem, it is best to use a different set of Audio Blade passwords and SNMP community names with each Application Server.

### Procedure

1. Sign in to the Media Server Administration for the Hardware Media Server.
2. Select **Resource Management > MCU** from the left panel.
3. Select **Add**.
4. Enter a name for the Audio Blade, the IP address, and password for the admin user.
5. Enter the SNMP community names.

**Note:** If the Audio Blade has factory-set values for the password or SNMP community names, you can enter new values here and they will overwrite the factory-set values. If the Audio Blade has previously-set values for the password or SNMP community names, you must enter those values.

6. Select **OK**.
7. Repeat steps [3](#) to [6](#) until all the Audio Blades have been added.

### Related Topics

- [Signing in to the Media Server Administration for the Hardware Media Server](#)

## Adding an Audio Blade for Redundant Systems

If your Cisco Unified MeetingPlace system is configured for redundancy (it has primary and failover Application Servers that share a common set of Audio Blades and Video Blades), you must add all the Audio Blades to both the primary and failover Application Servers.

### Restrictions

- You must use the same passwords and SNMP community names for both systems; otherwise, the failover process does not work.

### Before You Begin

- Install two Application Servers. Set one as the primary Application Server and the other as the failover Application Server.

### Procedure

1. Ensure that the primary Application Server is active.
2. Add an Audio Blade to the primary Application Server.
3. Shut down the primary Application Server.
4. Set the failover Application Server to active.
5. Add an Audio Blade to the failover Application Server.
6. Shut down the failover Application Server.
7. Set the primary Application Server to active.

8. Repeat these steps for any additional Audio Blades.

#### Related Topics

- [Adding an Audio Blade to Cisco Unified MeetingPlace](#)
- [Installing the Cisco Unified MeetingPlace Application Server Software](#) module
- [Configuring Application Server Failover for Cisco Unified MeetingPlace](#) module

## Designating the Audio Blade Template

The template Audio Blade contains the core properties of the system, including service prefixes and service codes.

When you synchronize the meeting types, the system downloads information from the template Audio Blade and synchronizes all the Audio Blades with the same information. Ensure that the system information for the template Audio Blade is correct. The template Audio Blade can also be used to customize system settings, by first customizing the template Audio Blade and then synchronizing all the other Audio Blades with the template.

#### Restriction

- Only one Audio Blade can be the template at any given time.

#### Procedure

1. Sign in to the Media Server Administration for the Hardware Media Server.
2. Add Audio Blades to the system.
3. Select **Resource Management > MCU** from the left panel.
4. Choose the radio button under the Template column for the Audio Blade that you want to set as the system template.
5. Select **OK** at the confirmation.

#### Related Topics

- [Signing in to the Media Server Administration for the Hardware Media Server](#)
- [Adding an Audio Blade to Cisco Unified MeetingPlace](#)

## Synchronizing Audio Blade Meeting Types with the Template Audio Blade

This procedure synchronizes the meeting types from the template Audio Blade to all the other Audio Blades on the system. Perform this procedure after you assign an Audio Blade to be the template.

### Before You Begin

- Perform the procedure in the [Designating the Audio Blade Template](#).

### Procedure

1. Sign in to the Media Server Administration for the Hardware Media Server.
2. Add Audio Blades to the system.
3. Select **Resource Management > Meeting Types**.
4. Select **Synchronize** to synchronize the meeting type definitions for all the Audio Blades.

### Related Topics

- [Signing in to the Media Server Administration for the Hardware Media Server](#)
- [Adding an Audio Blade to Cisco Unified MeetingPlace](#)

## Synchronizing an Audio Blade

Performing this procedure whenever you add an Audio Blade to the system or whenever you put an Audio Blade online.

### Procedure

1. Sign in to the Media Server Administration for the Hardware Media Server.
2. Add an Audio Blade to the system.
3. Select **Resource Management > MCU** from the left panel.
4. Select the name of the Audio Blade.
5. Select **Synchronize** on the Resource Management page.
6. Select **OK** at the informational message.
7. Select **Synchronize** on the Active Meeting Types page.  
The system displays a message that the meetings were downloaded successfully.
8. Select **OK**.

#### Related Topics

- [Signing in to the Media Server Administration for the Hardware Media Server](#)
- [Adding an Audio Blade to Cisco Unified MeetingPlace](#)

## Synchronizing Audio Blades after Adding a Video Blade

#### Procedure

1. Sign in to the Media Server Administration for the Hardware Media Server.
2. Select **Resource Management > MCU** from the left panel.
3. Select the name of the Audio Blade to which you have added a Video Blade.
4. Select **Synchronize** to assure that all the Audio Blades have the same meeting type definitions.

You may now take Video Blades offline and then put them back online if needed without this synchronization; however, we recommend that you always perform the synchronization when adding Video Blades back to the Audio Blade.

#### Related Topics

- [Signing in to the Media Server Administration for the Hardware Media Server](#)

## Changing the Online and Offline Status of an Audio Blade

When an Audio Blade is offline, it cannot be used.

#### Procedure

1. Sign in to the Media Server Administration for the Hardware Media Server.
2. Select **Resource Management > MCU** from the left panel.
3. Select the name of an Audio Blade.
4. Perform one of the following actions:
  - ◆ To bring the Audio Blade online, select **online**.
  - ◆ To bring the Audio Blade offline, select **offline** and either enter a date to bring the Audio Blade online or check **Permanently** to keep the Audio Blade offline permanently.
5. Select **OK**.

#### Related Topics

- [Signing in to the Media Server Administration for the Hardware Media Server](#)



#### What To Do Next

- We recommend that you synchronize the Audio Blade with the template Audio Blade after you bring an Audio Blade online.

## Changing the Password for an Installed Audio Blade

#### Before You Begin

- Take the Audio Blade offline by following the procedure in the [Changing the Online and Offline Status of an Audio Blade](#).

#### Procedure

1. Sign in to the Media Server Administration for the Hardware Media Server.
2. Select **Resource Management > MCU** from the left panel.
3. Select the name of the Audio Blade for which you want to change the password.
4. Enter the new password.
5. Select **online**.
6. Select **OK**.

#### Related Topics

- [Signing in to the Media Server Administration for the Hardware Media Server](#)