Main page: Cisco Unified MeetingPlace, Release 8.0

Up one level: Configuration

Profiled users can schedule meetings to begin immediately or sometime in the future. System administrators can control the overall scheduling parameters from the Cisco Unified MeetingPlace Administration Center.

Note: For information about resource management, capacity planning, and video profile level negotiation, see the *Planning Guide for Cisco Unified MeetingPlace* at http://docwiki.cisco.com/wiki/Cisco_Unified_MeetingPlace%2C_Release_8.0_--_Planning_Your_Deployment.

- Configuring Media Resources for Scheduled and Reservationless Meetings
- Configuring System-Wide Meeting Parameters
- Configuring Reservationless Meetings
- Configuring Continuous Meetings
- Displaying Meeting Times Using a 12- or 24-Hour Clock
- Configuring Parameters that Affect Sound and Video Quality
- Configuring Meeting Categories

Contents

- 1 Configuring Media Resources for Scheduled and Reservationless Meetings
  - 1.1 Before You Begin
  - 1.2 Restrictions
  - 1.3 Procedure
  - 1.4 Related Topics
- 2 Configuring System-Wide Meeting Parameters
  - 2.1 Procedure
  - 2.2 Related Topics
- 3 Configuring Reservationless Meetings
  - 3.1 Restrictions
  - 3.2 Before You Begin
  - 3.3 Procedure
  - 3.4 Related Topics
- 4 Configuring Continuous Meetings
  - 4.1 Restrictions
  - 4.2 Before You Begin
  - 4.3 Procedure
  - 4.4 Related Topics
- 5 Displaying Meeting Times Using a 12- or 24-Hour Clock
  - 5.1 Procedure
  - 5.2 Related Topics
- 6 Configuring Parameters that Affect Sound and Video Quality
  - 6.1 Before You Begin
  - 6.2 Procedure

- 6.3 Related Topics
- 7 Configuring Meeting Categories
  - 7.1 Procedure
  - 7.2 Related Topics

Configuring Media Resources for Scheduled and Reservationless Meetings

Follow this procedure to define the audio and video resources needed and to enable the video preferences for a user group or a user profile.

Before You Begin

- To determine the port and capacity settings for your system, see the *Planning Guide for Cisco Unified MeetingPlace* at http://docwiki.cisco.com/wiki/Cisco_Unified_MeetingPlace%2C_Release_8.0_--_Planning_Your_Deployment.
- Install the appropriate licenses. See the Installing and Managing Licenses for Cisco Unified MeetingPlace module.
- (Express Media Server only) If you want to configure media resources for both ad-hoc conferences and for scheduled and reservationless meetings, see the Configuring Ad-Hoc Conferencing for Cisco Unified MeetingPlace module.

Restrictions

- (Express Media Server only) Use this page to add a new video type. You can modify only the video types that you add to the system. You cannot modify the preconfigured ones.
- (Hardware Media Server only) You cannot modify preconfigured video types or create new video types.
- (Express Media Server only) For failover restrictions, see Restrictions for Application Server Failover in the Configuring Application Server Failover for Cisco Unified MeetingPlace module.
- For reservationless single number access (RSNA) restrictions, see Restrictions for RSNA in the Configuring Reservationless Single Number Access (RSNA) for Cisco Unified MeetingPlace module.

Procedure

1. Sign in to Cisco Unified MeetingPlace Administration Center.
2. Select **System Configuration > Media Resource Configuration**.
3. Configure the fields.
4. Select **Save**.
5. (Express Media Server only) Add a new video type as required.
   1. Select **System Configuration > Video Type Management**.
   2. Select **Add New** or **Edit** next to the video type that you want to modify.
   3. Select **Save**.
6. Enable video usage and preferences for a group:
   1. Select **User Configuration > User Groups**.
   2. Select **Edit** or **Add New**, depending on whether you want to configure an existing or a new

user group.

3. Select an option for Video usage:
   - ◊ Can attend video meetings-enables the user to attend video-enabled meetings as a video participant, but the user *cannot* schedule meetings that allow video participants. If you select this option, go to Step 6f.
   - ◊ Can attend + host video meetings-enables the user to attend video-enabled meetings as a video participant and to schedule video-enabled meetings, which means that video participants can attend. When you select this option, the settings in the Video Preferences section become available.
4. Scroll to the Video Preferences section.
5. Select a group default from the Available video types.

   Note: The system applies the video selection on a per-meeting basis.
6. Select **Save**.

7. Enable video usage and preferences for a user profile.
   1. Select **User Configuration > User Profiles**.
   2. Select **Edit** or **Add New**, depending on whether you want to configure an existing or a new user profile.
   3. Select an option for Video usage:
      - ◊ Can attend video meetings-enables the user to attend video-enabled meetings as a video participant, but the user *cannot* schedule meetings that allow video participants. If you select this option, go to Step 7f.
      - ◊ Can attend + host video meetings-enables the user to attend video-enabled meetings as a video participant and to schedule video-enabled meetings, which means that video participants can attend. When you select this option, the settings in the Video Preferences section become available.
   4. Scroll to the Video Preferences section.
   5. Select video types from the Available on the system list and move them to the Available to the user list by clicking the right arrow.

      Select user-specific video types if the Group default video type is not available in the list.

      If the Group default video type is available, it becomes the default for the user when you make it first in the Available to the user list.

      Note: The system applies the video selection on a per-meeting basis.
   6. Select **Save**.
8. Check for configuration problems by selecting **Services > Alarms**.

Related Topics

- Field Reference: Media Resource Configuration Page in the Administration Center Page References for Cisco Unified MeetingPlace module
- Table: Field Reference: Add Video Type Page and Edit Video Type Page in the Administration Center Page References for Cisco Unified MeetingPlace module
- Table: Field Reference: Add User Profile Page and Edit User Profile Page in the Administration Center Page References for Cisco Unified MeetingPlace module
- Media Statistics Report Page in the Administration Center Page References for Cisco Unified MeetingPlace module
- *Planning Guide for Cisco Unified MeetingPlace* at http://www.cisco.com/en/US/products/sw/ps5664/ps5669/products_implementation_design_guides_list.html

Configuring System-Wide Meeting Parameters

Procedure

1. Sign in to the Administration Center.
2. Select **System Configuration > Meeting Configuration**.
3. Configure the fields.
4. Select **Save**.

Related Topics

- Table: Field Reference: Meeting Configuration Page in the Administration Center Page References for Cisco Unified MeetingPlace module
- Configuring Audio and Video Recordings for Cisco Unified MeetingPlace module

Configuring Reservationless Meetings

Reservationless meetings begin immediately and have these special characteristics:

- Anyone can join a reservationless meeting, unless a meeting password is in use.
- Anyone can access reservationless meeting recordings.
- The meeting ID for a reservationless meeting is the Profile number of the meeting owner.
- A meeting instance is created on demand when someone joins a meeting with a reservationless meeting ID. The meeting is terminated immediately when the last participant leaves.
- By default, the meeting subject is the Last name of the meeting owner.
- The system treats each instance of a reservationless meeting as a separate entity with its own unique conference ID, displayed as ConfNum in reports and exported data.
- Participants who join a reservationless meeting before the owner does are placed in a waiting room (where they cannot communicate with each other) until the meeting owner arrives, unless these statements are true:
    - The Allow any profiled user to initiate field on the Usage Configuration Page is set to Yes.
    - A profiled user starts the meeting from the telephone user interface (TUI).

Restrictions

- Because meeting IDs cannot be longer than 17 digits, users with Profile numbers longer than 17 digits cannot own reservationless meetings.
- Reservationless meeting IDs are permanently reserved and cannot be used for scheduled meetings.
- Email notifications are not sent for reservationless meetings.
- The system does *not* call out to endpoints, including video terminals, even if they are invited.

Before You Begin

- Reservationless meetings are enabled by default. Therefore, you need to perform this task only in these cases:

    - ♦ If you want to disable reservationless meetings either system-wide or for specific users.
    - ♦ If you previously disabled reservationless meetings and want to reenable them.
- Many fields on the Meeting Configuration Page apply to reservationless meetings. Complete the Configuring System-Wide Meeting Parameters.

Procedure

1. Sign in to the Administration Center.
2. Enable reservationless meetings on the system:
    1. Select **System Configuration > Usage Configuration**.
    2. Set the Enable reservationless meetings field to **Yes**.
    3. (Optional) Configure these fields:
        - ◊ Allow any profiled user to initiate
        - ◊ Bill initiator
        - ◊ TUI menu is reservationless only
        - ◊ Owner can press 2 in TUI to initiate
3. Enable reservationless meetings for users:
    1. Select **User Configuration**.
    2. Select **User Groups** or **User Profiles**, depending on whether you want to configure a user group or an individual user profile.
    3. Select **Edit** or **Add New**, depending on whether you want to configure an existing or a new user group or user profile.
    4. Set the Use reservationless field to **Yes**.
    5. (Optional) Configure these user profile fields:
        - ◊ Show reservationless meetings in public listing
        - ◊ Reservationless allow Internet access
        - ◊ Meeting password required
    6. Select **Save**.
    7. Repeat Step 3 for all user groups and user profiles for which you want to enable reservationless meetings.

Related Topics

- Table: Field Reference: Add User Profile Page and Edit User Profile Page in the Administration Center Page References for Cisco Unified MeetingPlace module
- Table: Field Reference: Usage Configuration Page in the Administration Center Page References for Cisco Unified MeetingPlace module
- For more information about reservationless meetings, see the *User Guide for Cisco Unified MeetingPlace* at http://www.cisco.com/en/US/products/sw/ps5664/ps5669/products_user_guide_list.html.

Configuring Continuous Meetings

A continuous meeting is a type of scheduled, recurring meeting that reserves the meeting ID and ports indefinitely, so that participants can join the meeting at any time on any day. These special characteristics apply to continuous meetings:

- A continuous meeting is active only when at least one participant is in the meeting.

- The system treats all instances of a continuous meeting as a single entity with common unique conference ID, displayed as ConfNum in reports and exported data.
- Continuous meeting information does not appear in reports or exported data until after the meeting becomes empty.
- Billing reports do not count the minutes during which continuous meetings are empty.

Restrictions

- Only users of type System administrator can schedule continuous meetings.
- Continuous meetings cannot be recorded.
- A maximum of 1000 continuous meetings can be scheduled on the system.
- Continuous meetings cannot expand port reservations as users join. If all the reserved ports for a continuous meeting are in use, additional users can join the meeting only if floater ports are available. This restriction applies to audio and video ports.

  It is common, however, to schedule continuous meetings with zero ports so that no resources are held when the meeting is not active.

- In Cisco Unified Communications Manager environments, the length of each call is also limited by the Maximum Call Duration Timer service parameter in Cisco Unified Communications Manager. Continuous meeting participants whose calls are dropped for this reason can immediately rejoin the meeting.

  We recommend that you disable the Maximum Call Duration Timer by setting it to 0. See Configuring the Maximum Call Duration in Cisco Unified Communications Manager in the Integrating Cisco Unified MeetingPlace with Cisco Unified Communications Manager module.

Before You Begin

Complete the Configuring System-Wide Meeting Parameters.

Note: By performing this task, you grant System administrator privileges to the specified users.

Procedure

1. Sign in to the Administration Center.
2. Select **User Configuration > User Profiles**.
3. Select **Edit** or **Add New**, depending on whether you want to configure an existing or a new user group or user profile.
4. Set the Type of user field to **System administrator**.

   When this user schedules a meeting and selects Recurrence, the Continuous option appears in the Frequency drop-down list.
5. Select **Save**.
6. Repeat Step 2 through Step 5 for all user profiles for which you want to enable the scheduling of continuous meetings.

Related Topics

- Table: Field Reference: Add User Profile Page and Edit User Profile Page in the Administration Center Page References for Cisco Unified MeetingPlace module

Displaying Meeting Times Using a 12- or 24-Hour Clock

Procedure

1. Sign in to the Administration Center.
2. Select **System Configuration > Usage Configuration**.
3. In the 24-hour time field, select **Yes** to display meeting times by a 24-hour clock or select **No** to display meeting times by a 12-hour clock.
4. Select **Save**.

Related Topics

- Table: Field Reference: Usage Configuration Page in the Administration Center Page References for Cisco Unified MeetingPlace module

Configuring Parameters that Affect Sound and Video Quality

Before You Begin

You must enable Quality of Service (QoS) in your network to minimize IP packet loss, packet delay, and delay variation (or jitter) of voice packets. In particular, you must enable Differentiated Services Code Point (DSCP), also called DiffServ, which is the QoS mechanism supported by Cisco Unified MeetingPlace.

Note: The Cisco Unified MeetingPlace default DiffServ settings conform to the recommendations in the *Cisco Unified Communications Solution Reference Network Design (SRND)*. If your network already conforms to these recommendations, no QoS configuration is required.

Procedure

1. Sign in to the Administration Center.
2. Select **System Configuration > Call Configuration > Media Parameters**.
3. Configure the fields on the Media Parameters Page.
4. Select **Save**.

Related Topics

- Table: Field Reference: Media Parameters Page in the Administration Center Page References for Cisco Unified MeetingPlace module
- *Cisco Unified Communications Solution Reference Network Design (SRND)* at http://www.cisco.com/en/US/products/sw/voicesw/ps556/products_implementation_design_guides_list.html

Configuring Meeting Categories

Meeting categories help you organize reports. The system comes with a preconfigured meeting category named Standard, which cannot be deleted.

As the system administrator, you can add meeting categories and assign a default meeting category to each user group or user profile. You can also enable users to specify the meeting category for each meeting they schedule. Users can use meeting categories to find meetings.

Procedure

1. Sign in to the Administration Center.
2. Add or edit a meeting category:
    1. Select **System Configuration > Meeting Categories**.
    2. Select **Add New**, or select an existing meeting category.
    3. Configure the fields.
    4. Select **Save**.
    5. Repeat Step 2 as required.
3. Assign a default meeting category to a user group or user profile:
    1. Select **User Configuration**.
    2. Select **User Groups** or **User Profiles**, depending on whether you want to configure a user group or an individual user profile.
    3. Select **Edit** or **Add New**, depending on whether you want to configure an existing or a new user group or user profile.
    4. Configure the Default meeting category field.
    5. Select **Save**.
4. Show or hide the Meeting Category option on the user web scheduling page:
    1. Sign in to the Cisco Unified MeetingPlace web user portal by using your administrator-level profile.
    2. Select **Admin**.
    3. Select **User Interface Fields**.
    4. Select **Scheduling Details Page**.
    5. Enable or disable the meeting category field.

        The settings are automatically saved.

Related Topics

- Table: Field Reference: Add Meeting Categories Page and Edit Meeting Categories Page in the Administration Center Page References for Cisco Unified MeetingPlace module

- Table: Field Reference: Add User Profile Page and Edit User Profile Page in the Administration Center Page References for Cisco Unified MeetingPlace module
- Exporting Meeting Categories in the Running Reports and Exporting Data from Cisco Unified MeetingPlace module
- Importing Meeting Categories in the Importing Data into Cisco Unified MeetingPlace module