

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

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**Note:** This topic does *not* apply to deployments in which users schedule meetings from the Cisco WebEx site. For information about Cisco WebEx integration deployments, see the *Planning Guide for Cisco Unified MeetingPlace* at [http://docwiki.cisco.com/wiki/Cisco\\_Unified\\_MeetingPlace%2C\\_Release\\_8.0\\_--\\_Planning\\_Your\\_Deployment](http://docwiki.cisco.com/wiki/Cisco_Unified_MeetingPlace%2C_Release_8.0_--_Planning_Your_Deployment).

The Cisco Unified MeetingPlace Web Server software includes an Audio Service component that can convert audio, video, and web recordings into various formats. Playback formats include WAV, Windows Media (WMA), MP3, and MP4 formats.

**Note:** If the Web Server is part of a cluster configuration, make sure that you set the Audio Conversion setting on all Web Servers so that they match.

- [Converting Cisco Unified MeetingPlace Recording Files to WAV Format](#)
- [Converting Cisco Unified MeetingPlace Recording Files to MP3 Format](#)
- [Converting Cisco Unified MeetingPlace Recording Files to MP4 Format](#)
- [How to Convert Cisco Unified MeetingPlace Recording Files to Windows Media Format](#)

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## Converting Cisco Unified MeetingPlace Recording Files to WAV Format

WAV files are typically supported by common web browsers and do not require that users have dedicated players.

### Before You Begin

See the [Recording File Sizes on the Web Server](#) topic in the [Configuring the Cisco Unified MeetingPlace Web Server for Optimal Data Storage](#) module for an estimate of how much disk space you will need for this type of audio file. You should always make sure that you have enough disk space available to support all of your recordings.

### Procedure

1. Sign in to the Cisco Unified MeetingPlace web user portal.
2. Select **Admin**.
3. Select **Audio Conversion**.
4. Select **Yes** for Convert to WAV.
5. Select the quality of your WAV files for Wav Bits Per Sample.  
The higher the bit size, the better the quality and the larger the file size. The default and recommended value is 16.
6. Select **Submit**.

### What to Do Next

If this Web Server is part of a cluster configuration, go to each Web Server within the cluster and set the Audio Conversion setting so that they match.

## Converting Cisco Unified MeetingPlace Recording Files to MP3 Format

To listen to such recordings, users must have an MP3 player on their desktops.

### Before You Begin

See the [Recording File Sizes on the Web Server](#) topic in the [Configuring the Cisco Unified MeetingPlace Web Server for Optimal Data Storage](#) module for an estimate of how much disk space you will need for this type of audio file. You should always make sure that you have enough disk space available to support all of your recordings.

### Procedure

1. Sign in to the Cisco Unified MeetingPlace web user portal.
2. Select **Admin**.
3. Select **Audio Conversion**.
4. Select **Yes** for Convert to MP3.
5. Select **Submit**.

### What to Do Next

If this Web Server is part of a cluster configuration, go to each Web Server within the cluster and set the Audio Conversion setting so that they match.

## Converting Cisco Unified MeetingPlace Recording Files to MP4 Format

The Web Server software is bundled with the mp4converter tool for converting synchronized audio and video files to MP4 format. To play back such recordings, users must have an MP4 player, such as QuickTime, on their desktops.

### Before You Begin

See the [Recording File Sizes on the Web Server](#) topic in the [Configuring the Cisco Unified MeetingPlace Web Server for Optimal Data Storage](#) module for an estimate of how much disk space you will need for this type of recording file. You should always make sure that you have enough disk space available to support all of your recordings.

### Procedure

1. Sign in to the Cisco Unified MeetingPlace web user portal.
2. Select **Admin**.
3. Select **Audio Conversion**.
4. Select **Yes** for Convert to MP4.
5. Select **Submit**.

## What to Do Next

If this Web Server is part of a cluster configuration, go to each Web Server within the cluster and set the Audio Conversion setting so that they match.

## How to Convert Cisco Unified MeetingPlace Recording Files to Windows Media Format

Complete the following procedures in the order shown to configure Cisco Unified MeetingPlace to convert audio files to Windows Media format.

**Note:** See the [Recording File Sizes on the Web Server](#) topic in the [Configuring the Cisco Unified MeetingPlace Web Server for Optimal Data Storage](#) module for an estimate of how much disk space you will need for this type of audio file. You should always make sure that you have enough disk space available to support all of your recordings.

- [Installing Windows Media Server for Cisco Unified MeetingPlace](#)
- [Configuring Windows Media Server Before Using It For the First Time](#)
- [Converting Cisco Unified MeetingPlace Voice Files to Windows Media Format](#)
- [Configuring Windows Media Server to Stream Audio Recording Playbacks](#)

## Installing Windows Media Server for Cisco Unified MeetingPlace

The Web Server software supports Windows Media Server to stream audio recording playbacks. The installer file for this component is installed as part of the Cisco MCS OS. Complete this procedure to locate and install Windows Media Server.

**Note:** Make sure that Windows Media Server is configured to use a port other than port 80 so that it does not interfere with the Cisco Unified MeetingPlace Web Server software in IIS.

### Before You Begin

For operating system updates, see *Cisco IP Telephony Operating System, SQL Server, Security Updates*, at [http://www.cisco.com/en/US/products/sw/voicesw/ps556/products\\_device\\_support\\_tables\\_list.html](http://www.cisco.com/en/US/products/sw/voicesw/ps556/products_device_support_tables_list.html).

### Procedure

1. Select **Administrative Tools > Services** from your Windows Control Panel.
2. Set the NT LM Security Support Provider to startup manually.
  1. Scroll down to **NT LM Security Support Provider**.
  2. Right-click and select **Properties**.
  3. Select **Manual** as the Startup Type.

4. Select **Apply**.
5. Select **Start**.
6. Close the Properties window.
3. Install the WMS.cab file.
  1. Go to **Start > Control Panel > Add or Remove Programs**, and select **Add/Remove Windows Components**.
  2. In the Windows Components Wizard, check **Windows Media Services**, and select **Details**.
  3. Make sure that Windows Media Services and Windows Media Services snap-in are checked.
  4. Select **OK** to close the Window Media Services window, then select **Next**.
  5. When it asks for the Windows 2003 CD select **OK**.
  6. Enter C:\Utils\WMS in the "Copy files from" field.
  7. Select **OK**.
  8. Select **Finish**.
4. Set the user authentication in Windows Media Server to that of the admin user.
  1. Select **Start > Programs > Administrative Services > Windows Media Services**.
  2. Select the name of the server that you want to configure in the left pane.
  3. Select the **Properties** tab in the right pane.
  4. Select **Authentication** in the Category window.
  5. Double-click **WMS Anonymous User Authentication**.
  6. Change the User ID and Password to that of the admin user.
  7. Select **OK**.
  8. Right-click **WMS Anonymous User Authentication**, and select **Enable**.
5. Setup WMS HTTP Server Control Protocol.
  1. Go to **Start > Programs > Administrative Tools > Windows Media Services**.
  2. In the Windows Media Services console, highlight your server, then select the **Properties** tab in the right-hand panel.
  3. In the Category section, select **Control protocol** (if it does not appear, check **Show all plug-in categories**).
  4. In the right-hand panel, right-click **WMS HTTP Server Control Protocol** and select **Properties**.
  5. Change Use other port (1-65535): to **8082**.

The default port (80) conflicts with the Cisco Unified MeetingPlace Web Server software in Internet Information Services [IIS]).
  6. Select **OK**.
  7. Right-click **WMS HTTP Server Control Protocol** and select **Enable**.
  8. In the left-hand panel, expand Publishing Points and select **<Default>** (on-demand).
  9. Select **Action** from the top menu and select **Allow New Connections**.
6. Go to **Start > Administrative Tools > Computer Management**.
7. Expand **Services and Applications**, then select **Services**.
8. Restart the Windows Media Service.

#### Related Topics

- [How to Convert Cisco Unified MeetingPlace Recording Files to Windows Media Format](#)

#### What to Do Next

Proceed to the [Converting Cisco Unified MeetingPlace Voice Files to Windows Media Format](#).

## Configuring Windows Media Server Before Using It For the First Time

The Windows Media Server must be configured before you can start using it because by default, all users are considered guests. Guests, however, cannot perform many functions on the Cisco MCS platform. You must be a member of the WebUsers group to perform the functions described below.

Follow this procedure to remove the Windows Media Services Guest Account from the Guests group and add it to the WebUsers group. This is the group to which the IIS Anonymous User Account belongs and this group is not as restrictive as the Guests group.

### Procedure

1. If the Windows Media Service is running, stop it.
2. Go to **Start > Settings > Control Panel**.
3. Double-click **Administrative Tools**.
4. Double-click **Computer Management**.
5. Select **Local Users and Groups** from the left panel.
6. Double-click **Users** from the right pane.
7. Highlight the user called WMUS\_<MACHINE\_NAME>, where <MACHINE\_NAME> is the name of your computer.
8. Right-click and select **Properties**.
9. Select the **Member Of** tab.
10. Highlight **Guests**.
11. Select **Remove**.
12. Select **Apply**.
13. Select **Add**.
14. Select **Advanced**.
15. Select **Find Now**.
16. Highlight the name of the user.
17. Select **OK** twice.
18. Select **Apply**.
19. Check the box to enable "WMS Anonymous User Authentication plug-in" from Windows Media Services.

### Troubleshooting Tips

For more information about troubleshooting the Windows Media Server when used with Cisco Unified MeetingPlace, see the following tech note:

[http://www.cisco.com/warp/public/788/AVVID/mpweb\\_server\\_instl\\_mpconfig.pdf](http://www.cisco.com/warp/public/788/AVVID/mpweb_server_instl_mpconfig.pdf)

## Converting Cisco Unified MeetingPlace Voice Files to Windows Media Format

The Web Server software is bundled with the Windows Media Encoder, which converts audio files to WMA format by default. To listen to such recordings, users must have a player on their desktops that plays WMA

files, such as Windows Media Player. Complete this procedure to configure Cisco Unified MeetingPlace to convert files to WMA format.

### Before You Begin

Make sure that you have Windows Media Server installed and configured on the Cisco Unified MeetingPlace Web Server. See the [Installing Windows Media Server for Cisco Unified MeetingPlace](#).

### Procedure

1. Create a MPWeb\Meetings folder under *drive:\wmpub\WMRoot*.
2. Sign in to the Cisco Unified MeetingPlace web user portal.
3. Select **Admin**.
4. Select **Audio Conversion**.
5. Select **Yes** for Convert to Windows Media Format.
6. Complete one of the following for Use Windows Media Server:
  - ◆ Select **Yes** if you want to listen to your recordings by using streaming technology.
  - ◆ Select **No** if you want to download and listen to your recordings offline or by using HTTP.
7. Enter the Windows Media Server hostname or IP address.  
**Note:** This Windows Media Server can be installed locally or remotely.
8. Enter *drive:\wmpub\WMRoot* for Windows Media Server Path.
9. (Optional) Enter the name of your Windows Media encoder conversion profile for Windows Media Server Conversion Profile.  
This forces Cisco Unified MeetingPlace to use your Windows Media encoder conversion profile during audio conversion.
10. Select **Submit**.

### Related Topics

- [How to Convert Cisco Unified MeetingPlace Recording Files to Windows Media Format](#)

## Configuring Windows Media Server to Stream Audio Recording Playbacks

### Procedure

1. Select **Administrative Tools > Services** from your Windows Control Panel.
2. Complete the following from the Services window:
  1. Scroll down to NT LM Security Support Provider.
  2. Right-click and select **Properties**.
3. Complete the following from the Properties window:
  1. Select **Manual** as the Startup Type.
  2. Select **Apply**.
  3. Select **Start**.
  4. Close the Properties window.
4. Select **Add/Remove Programs** from your Windows Control Panel.

5. Scroll down and select **Windows Media Services**.

The Windows Components Wizard displays.

1. Select **Remote Administration Mode** for Terminal Services Setup.
2. Select **Next**.
3. Select **OK** on the Insert Disk window to point to the location of your Windows Media Services files.
4. Select **Browse** from the Files Needed window.
5. Navigate to C:\Utils\WMS\WMS.cab.
6. Select **OK** to install this file.