

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

**Up one level:** [Installation, Upgrade and Migration](#)

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)
--	---	---	--	--	--

277763

- This is step 2 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.)
- [System Requirements](#)
- [How to Install the Cisco Unified MeetingPlace 3515 Media Server](#)
- [How to Install the Cisco Unified MeetingPlace 3545 Media Server](#)

## Contents

- [1 System Requirements](#)
- [2 How to Install the Cisco Unified MeetingPlace 3515 Media Server](#)
  - ◆ [2.1 Physical Description](#)
    - ◇ [2.1.1 Figure: Cisco Unified MeetingPlace 3515 Media Server Front Panel](#)
    - ◇ [2.1.2 Table: Front Panel Components](#)
  - ◆ [2.2 Installation Requirements](#)
    - ◇ [2.2.1 Equipment Requirements](#)
    - ◇ [2.2.2 Software Requirements](#)
    - ◇ [2.2.3 Atmosphere Requirements](#)
  - ◆ [2.3 Verifying the Package Contents for the Cisco Unified MeetingPlace 3545 Media Server](#)
  - ◆ [2.4 Mounting the Cisco Unified MeetingPlace 3515 Media Server in a 19-inch Rack](#)
    - ◇ [2.4.1 Procedure](#)
    - ◇ [2.4.2 Figure: Fitting a Bracket for Rack Mounting](#)
- [3 How to Install the Cisco Unified MeetingPlace 3545 Media Server](#)
  - ◆ [3.1 About the Physical Characteristics of the Blades](#)
    - ◇ [3.1.1 Physical Description of the Cisco Unified MeetingPlace Audio Blade](#)
      - [3.1.1.1 Figure: Cisco Unified MeetingPlace Audio Blade Front Panel](#)
      - [3.1.1.2 Table: Cisco Unified MeetingPlace Audio Blade Front Panel Components](#)
    - ◇ [3.1.2 Physical Description of the Cisco Unified MeetingPlace Video Blade](#)
      - [3.1.2.1 Figure: Cisco Unified MeetingPlace Video Blade Front Panel](#)
      - [3.1.2.2 Table: Cisco Unified MeetingPlace Video Blade Front Panel Components](#)

- ◆ [3.2 Installation Requirements for the Cisco Unified MeetingPlace 3545 Media Server](#)
  - ◇ [3.2.1 Equipment Requirements](#)
  - ◇ [3.2.2 Software Requirements](#)
  - ◇ [3.2.3 Atmosphere Requirements](#)
- ◆ [3.3 Verifying the Package Contents](#)
- ◆ [3.4 Mounting the Cisco Unified MeetingPlace 3545 Media Server in a 19-inch Rack](#)
  - ◇ [3.4.1 Procedure](#)
  - ◇ [3.4.2 Figure: Fitting a Bracket for Rack Mounting Cisco Unified MeetingPlace 3545 Media Server](#)
- ◆ [3.5 Installing a Cisco Unified MeetingPlace Audio Blade or Video Blade for the Cisco Unified MeetingPlace 3545 Media Server](#)
  - ◇ [3.5.1 Procedure](#)
  - ◇ [3.5.2 Figure: Inserting an Audio or Video Blade into the Cisco Unified MeetingPlace 3545 Media Server](#)
- ◆ [3.6 Removing a Cisco Unified MeetingPlace Audio Blade or Video Blade for the Cisco Unified MeetingPlace 3545 Media Server](#)
  - ◇ [3.6.1 Procedure](#)
  - ◇ [3.6.2 Figure: Removing a Blade from the Cisco Unified MeetingPlace 3545 Media Server](#)

## System Requirements

Before installing the Cisco Unified MeetingPlace hardware, read the following:

- [Cisco Unified MeetingPlace Release 8.0 -- System Requirements for Cisco Unified MeetingPlace Release 8.0.](#)
- [Cisco Unified MeetingPlace, Release 8.0 -- Planning Your Deployment.](#)

## How to Install the Cisco Unified MeetingPlace 3515 Media Server

**Note:** Complete the instructions in either this section or the [How to Install the Cisco Unified MeetingPlace 3545 Media Server](#), depending on the type of Hardware Media Server that you have.

- [Physical Description](#)
- [Installation Requirements](#)
- [Verifying the Package Contents](#)
- [Mounting the Cisco Unified MeetingPlace 3515 Media Server in a 19-inch Rack](#)

## Physical Description

Each Cisco Unified MeetingPlace 3515 Media Server unit contains two internal cards:

- Signaling and audio card (Audio Blade-the upper card)
- Video processing card (Video Blade-the lower card)

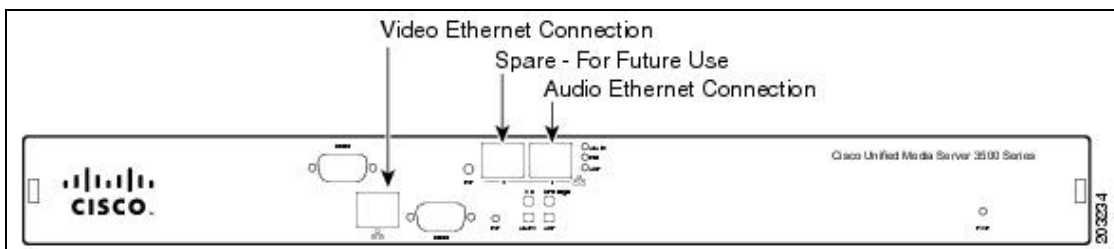
The two cards work together to perform audio and video conferencing, but each card requires a unique IP address. The cards communicate with each other via IP.

**Note:** For correct operation, the Video Blade must register with the Audio Blade in the Cisco Unified MeetingPlace 3515 Media Server.

The Cisco Unified MeetingPlace 3515 Media Server has a 10/100/1000 Mbps Ethernet port on the front panel that uses an RJ-45 connector to connect to the network. You can use the asynchronous, 9-pin serial port with a hyperterminal program to configure and monitor the module.

Figure: Cisco Unified MeetingPlace 3515 Media Server Front Panel shows the front panel of the Cisco Unified MeetingPlace 3515 Media Server. Table: Front Panel Components describes the components of the front panel.

**Figure: Cisco Unified MeetingPlace 3515 Media Server Front Panel**



**Table: Front Panel Components**

Component	Description
<b>Upper Row</b>	
IOIOI connector	A DB-9 connector that allows you to connect a PC terminal for local configuration.
RST button	Allows you to reset the unit manually.
Ethernet 1 and 2 connectors	Two RJ-45 connectors. Only the connector on the right is active and provides the primary Ethernet connection for the IP network port.
Ethernet 1 and 2 LED	Indicates the status and connection speed of the Ethernet link: <ul style="list-style-type: none"> <li>• Orange when connected to a 1000 Mbps line</li> <li>• Green when connected to a 100 Mbps line</li> <li>• Yellow when connected to a 10 Mbps line</li> <li>• Off when there is no link</li> </ul>
ALARM LED	Indicates an error: <ul style="list-style-type: none"> <li>• Red if an error occurs and the unit requires resetting</li> </ul>
REG LED	Indicates whether the Audio Blade is registered to a gatekeeper: <ul style="list-style-type: none"> <li>• Green if the Audio Blade is registered to a gatekeeper</li> <li>• Off when the Audio Blade is not registered to a gatekeeper</li> </ul>
ACT LED	Indicates call activity: <ul style="list-style-type: none"> <li>• Orange when there are active calls using more than 50 percent of the Audio Blade capacity</li> </ul>

	<ul style="list-style-type: none"> <li>• Green when there are active calls on the Audio Blade using less than 50 percent of the Audio Blade capacity</li> <li>• Off when there are no calls currently active</li> </ul>
<b>Lower Row</b>	
Ethernet connector	An RJ-45 connector that provides the primary Ethernet connection for the IP network port.
Ethernet LED	Indicate the status and connection speed of the Ethernet link: <ul style="list-style-type: none"> <li>• Green when connected to a 100 Mbps line</li> <li>• Yellow when connected to a 10 Mbps line</li> <li>• Off when there is no link</li> </ul>
IOIOI connector	A DB-9 connector that allows you to connect a PC terminal for local configuration.
RST button	Allows you to reset the unit manually.
MC LED	Indicates whether the Video Blade is registered with the Audio Blade: <ul style="list-style-type: none"> <li>• Green if the Video Blade is registered with the Audio Blade</li> </ul>
CPU High LED	Indicates if more than 50 percent of the video resources are in use: <ul style="list-style-type: none"> <li>• Green when more than 50 percent of the video resources are in use</li> </ul>
ALARM LED	Indicates an error: <ul style="list-style-type: none"> <li>• Green if an error occurs and the unit requires resetting</li> </ul>
ACT LED	Indicates call activity: <ul style="list-style-type: none"> <li>• Orange when there are active calls using more than 50 percent of the Video Blade capacity</li> <li>• Green when there are active calls on the Video Blade using less than 50 percent of the Audio Blade capacity</li> <li>• Off when there are no calls currently active</li> </ul>
PWR button	Allows you to turn the unit on and off manually.

## Installation Requirements

The installation requirements for installing the Cisco Unified MeetingPlace 3515 Media Server are as follows:

### Equipment Requirements

- Proper clearance at the sides of the unit to allow adequate ventilation, and clearance of at least 20 centimeters at the back of the unit to allow access to cable connections
- A PC with a serial port and terminal emulation software to assign an IP address to the Cisco Unified MeetingPlace 3515 Media Server
- A grounded AC power outlet
- A 100Base-TX LAN cable

### Software Requirements

- Available IP network ports on the switch for the Cisco Unified MeetingPlace 3515 Media Server
- Two dedicated IP addresses—one each for the Audio Blade and Video Blade
- The IP address of the router that the Cisco Unified MeetingPlace 3515 Media Server will use to communicate across the network

### Atmosphere Requirements

- Ambient room temperature range of 32 to 104 degrees Fahrenheit (0 to 40 degrees Celsius)
- Non-condensing relative humidity range of 5 to 90 percent

## Verifying the Package Contents for the Cisco Unified MeetingPlace 3545 Media Server

Inspect the contents of the box for shipping damage. Report any damage or missing items to your Cisco representative. The following are the package contents for the Cisco Unified MeetingPlace 3515 Media Server:

- Cisco Unified MeetingPlace 3515 Media Server
- Power cable
- Terminal cable
- Two LAN cables (one for the Audio Blade, one for the Video Blade)
- Rack mounting kit consisting of two brackets and six screws
- Four rubber feet
- *Guide to Cisco Conferencing Documentation*
- Regulatory Compliance and Safety Information for Cisco Unified MeetingPlace 3500 Series Media Server
- Cisco Unified MeetingPlace 3515 Media Server Software CD-ROM
- Cisco Information Package

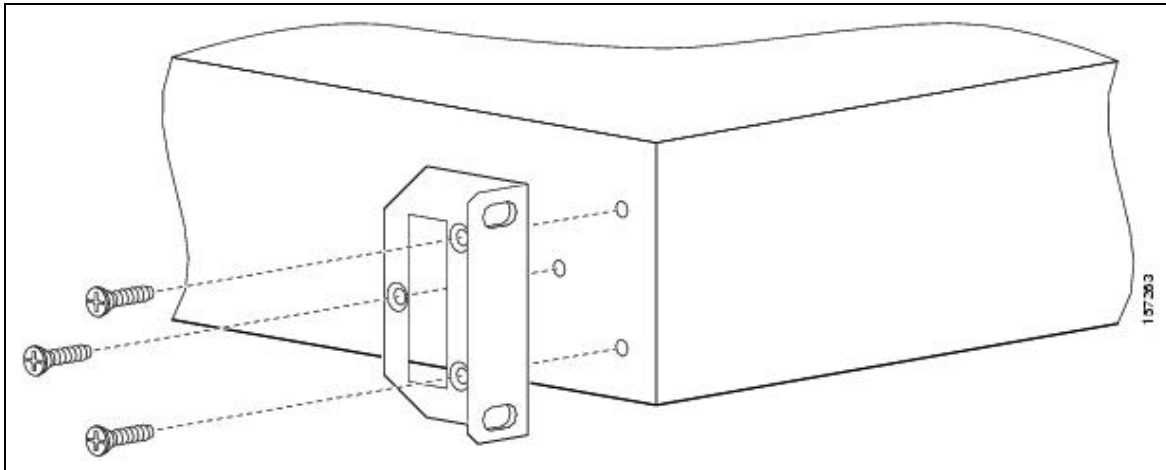
## Mounting the Cisco Unified MeetingPlace 3515 Media Server in a 19-inch Rack

You can optionally mount the Cisco Unified MeetingPlace 3515 Media Server in a standard 19-inch rack. Two mounting brackets and a set of screws are included in the Cisco Unified MeetingPlace 3515 Media Server shipping box.

### Procedure

1. Disconnect all cables including the power cables.
2. Place the Cisco Unified MeetingPlace 3515 Media Server right-side up on a hard flat surface with the front panel facing you.
3. Position a mounting bracket over the mounting holes on each side of the Cisco Unified MeetingPlace 3515 Media Server, as shown in [Figure: Fitting a Bracket for Rack Mounting](#).

**Figure: Fitting a Bracket for Rack Mounting**



4. Pass the screws through the brackets and tighten them into the screw holes on each side of the Cisco Unified MeetingPlace 3515 Media Server using a suitable screwdriver.
5. Insert the Cisco Unified MeetingPlace 3515 Media Server into the 19-inch rack.
6. Fasten the brackets to the side rails of the rack.
7. Make sure that the air vents at the sides of the Cisco Unified MeetingPlace 3515 Media Server are not blocked.

## How to Install the Cisco Unified MeetingPlace 3545 Media Server

**Note:** Complete the instructions in either this section or the [How to Install the Cisco Unified MeetingPlace 3515 Media Server](#), depending on the type of Media Server that you have.

The Cisco Unified MeetingPlace 3545 Media Server Audio Blade works together with a Cisco Unified MeetingPlace 3545 Media Server Video Blade to perform audio and video conferencing. The Audio Blade is responsible for signaling and audio. The Video Blade is responsible for video. The Audio Blade and Video Blades connect via the Ethernet.

Each Audio Blade may be registered with up to four Video Blades, or none at all. For correct operation, the Video Blade must register with the Audio Blade.

This section describes the following topics:

- [About the Physical Characteristics of the Blades](#)
- [Installation Requirements](#)
- [Verifying the Package Contents](#)
- [Mounting the Cisco Unified MeetingPlace 3545 Media Server in a 19-inch Rack](#)
- [Installing a Cisco Unified MeetingPlace Audio Blade or Video Blade for the Cisco Unified MeetingPlace 3545 Media Server](#)
- [Removing a Cisco Unified MeetingPlace Audio Blade or Video Blade for the Cisco Unified MeetingPlace 3545 Media Server](#)

## About the Physical Characteristics of the Blades

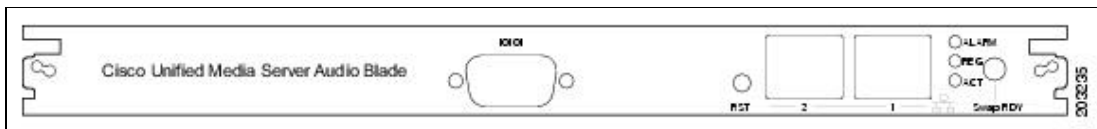
- [Physical Description of the Cisco Unified MeetingPlace Audio Blade](#)
- [Physical Description of the Cisco Unified MeetingPlace Video Blade](#)

### Physical Description of the Cisco Unified MeetingPlace Audio Blade

The Cisco Unified MeetingPlace Audio Blade has a 10/100/1000 Mbps Ethernet port on the front panel that uses an RJ-45 connector to connect to the network. You can use the asynchronous, 9-pin serial port with a hyperterminal program to configure and monitor the blade.

[Figure: Cisco Unified MeetingPlace Audio Blade Front Panel](#) shows the front panel of the Cisco Unified MeetingPlace Audio Blade. [Table: Cisco Unified MeetingPlace Audio Blade Front Panel Components](#) describes the components of the front panel.

**Figure: Cisco Unified MeetingPlace Audio Blade Front Panel**



**Table: Cisco Unified MeetingPlace Audio Blade Front Panel Components**

Component	Description
IOIOI connector	A DB-9 connector that allows you to connect a PC terminal for local configuration.
RST button	Allows you to reset the board manually.
Ethernet 1 and 2 connectors	Two RJ-45 connectors. Only the connector on the right is active and provides the primary Ethernet connection for the IP network port.
Ethernet 1 and 2 LED	Indicates the status and connection speed of the Ethernet link: <ul style="list-style-type: none"> <li>• Orange when connected to a 1000 Mbps line</li> <li>• Green when connected to a 100 Mbps line</li> <li>• Yellow when connected to a 10 Mbps line</li> <li>• Off when there is no link</li> </ul>
ALARM LED	Indicates an error: <ul style="list-style-type: none"> <li>• Red if an error occurs and the unit requires resetting</li> </ul>
REG LED	Indicates whether the Audio Blade is registered to a gatekeeper: <ul style="list-style-type: none"> <li>• Green if the Audio Blade is registered to a gatekeeper</li> <li>• Off when the Audio Blade is not registered to a gatekeeper</li> </ul>
ACT LED	Indicates call activity: <ul style="list-style-type: none"> <li>• Orange when there are active calls using more than 50 percent of the Audio Blade capacity</li> </ul>

	<ul style="list-style-type: none"> <li>• Green when there are active calls on the Audio Blade using less than 50 percent of the Audio Blade capacity</li> <li>• Off when there are no calls currently active</li> </ul>
Swap RDY LED	<p>Indicates hot swap readiness:</p> <ul style="list-style-type: none"> <li>• Blue when the board is first inserted or if the board latches are unlocked</li> <li>• Off when the board is either completely detached or locked in place</li> </ul>

### Physical Description of the Cisco Unified MeetingPlace Video Blade

Figure: Cisco Unified MeetingPlace Video Blade Front Panel shows the front panel of the Cisco Unified MeetingPlace Video Blade. Table: Front Panel Components describes the components of the front panel.

Figure: Cisco Unified MeetingPlace Video Blade Front Panel

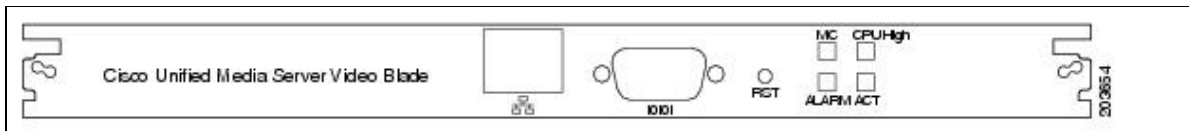


Table: Cisco Unified MeetingPlace Video Blade Front Panel Components

Component	Description
Ethernet connector	An RJ-45 connector that provides the primary Ethernet connection for the IP network port.
Ethernet LED	<p>Indicate the status and connection speed of the Ethernet link:</p> <ul style="list-style-type: none"> <li>• Green when connected to a 100 Mbps line</li> <li>• Yellow when connected to a 10 Mbps line</li> <li>• Off when there is no link</li> </ul>
RST button	Allows you to reset the unit manually.
MC LED	<p>Indicates whether the Video Blade is registered with the Audio Blade:</p> <ul style="list-style-type: none"> <li>• Green if the Video Blade is registered with the Audio Blade</li> </ul>
CPU High LED	<p>Indicates if more than 50 percent of the video resources are in use:</p> <ul style="list-style-type: none"> <li>• Green when more than 50 percent of the video resources are in use</li> </ul>
ALARM LED	<p>Indicates an error:</p> <ul style="list-style-type: none"> <li>• Green if an error occurs and the unit requires resetting</li> </ul>
ACT LED	<p>Indicates call activity:</p> <ul style="list-style-type: none"> <li>• Orange when there are active calls using more than 50 percent of the Video Blade capacity</li> <li>• Green when there are active calls on the Video Blade using less than 50 percent of the Audio Blade capacity</li> <li>• Off when there are no calls currently active</li> </ul>



## Installation Requirements for the Cisco Unified MeetingPlace 3545 Media Server

**Warning! During this procedure, wear grounding wrist straps to avoid ESD damage to the card. Do not directly touch the backplane with your hand or any metal tool, or you could shock yourself.**

The requirements are as follows:

### Equipment Requirements

- Cisco Unified MeetingPlace 3545 Media Server chassis
- Proper clearance at the sides of the unit to allow adequate ventilation, and clearance of at least 20 centimeters at the back of the chassis to allow access to the boards and cable connections
- A PC with a serial port and terminal emulation software to assign the Audio Blade and Video Blade an IP address
- A grounded AC power outlet
- A 100Base-TX LAN cable

### Software Requirements

- A dedicated IP address for each blade
- The IP address of the router that the Audio Blade and Video Blades will use to communicate across the network
- Available IP network ports on the switch for the Audio Blade and Video Blade

### Atmosphere Requirements

- Ambient room temperature range of 32 to 122 degrees Fahrenheit (0 to 50 degrees Celsius)
- Non-condensing relative humidity range of 5 to 85 percent

## Verifying the Package Contents

Inspect the contents of the boxes for shipping damage. Report any damage or missing items to your Cisco representative. The following lists the package contents for the Cisco Unified MeetingPlace 3545 Media Server:

**Note:** There may be multiple boxes.

- Cisco Unified MeetingPlace Audio Blade
- Cisco Unified MeetingPlace Video Blade
- *Guide to Cisco Conferencing Documentation*

- Regulatory Compliance and Safety Information for Cisco Unified MeetingPlace 3500 Series Media Server
- Cisco Unified MeetingPlace 3545 Media Server Software CD-ROM
- Cisco Information Package

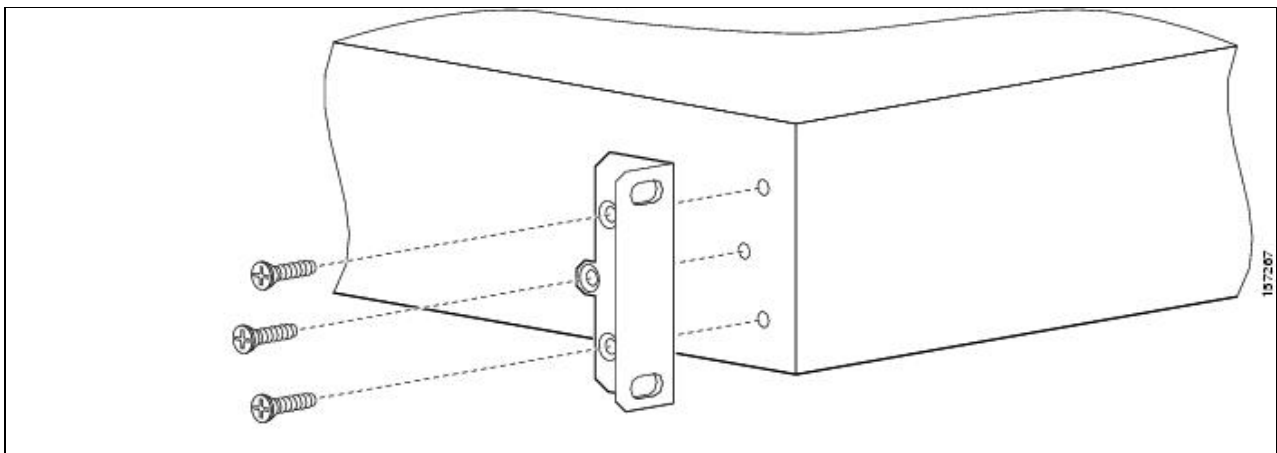
## Mounting the Cisco Unified MeetingPlace 3545 Media Server in a 19-inch Rack

You can optionally mount the Cisco Unified MeetingPlace 3545 Media Server chassis in a standard 19-inch rack. Two mounting brackets and a set of screws are included in the Cisco Unified MeetingPlace 3545 Media Server chassis shipping box.

### Procedure

1. Disconnect all cables including the power cables.
2. Place the Cisco Unified MeetingPlace 3545 Media Server chassis right-side up on a hard flat surface, with the front panel facing you.
3. Position a mounting bracket over the mounting holes on each side of the Cisco Unified MeetingPlace 3545 Media Server chassis, as shown in [Figure: Fitting a Bracket for Rack Mounting](#).
4. Pass the screws through the brackets and tighten them into the screw holes on each side of the Cisco Unified MeetingPlace 3545 Media Server chassis using a suitable screwdriver.

**Figure: Fitting a Bracket for Rack Mounting Cisco Unified MeetingPlace 3545 Media Server**



5. Insert the Cisco Unified MeetingPlace 3545 Media Server chassis into the 19-inch rack.
6. Fasten the brackets to the side rails of the rack.
7. Make sure that the air vents at the sides of the Cisco Unified MeetingPlace 3545 Media Server chassis are not blocked.

## Installing a Cisco Unified MeetingPlace Audio Blade or Video Blade for the Cisco Unified MeetingPlace 3545 Media Server

The Cisco Unified MeetingPlace 3545 Media Server chassis has four slots. You can install the Audio and Video Blades in any of the slots at the front of the chassis. However, we recommend that you insert the Audio Blade in the top slot at the front of the Cisco Unified MeetingPlace 3545 Media Server chassis so that you can view system status and identification information via the Media Server Administration (MSA)

Cisco\_Unified\_MeetingPlace\_Release\_8.0\_--\_Installing\_the\_Cisco\_Unified\_MeetingPlace\_Hardware interface.

**Warning! During this procedure, wear grounding wrist straps to avoid ESD damage to the card. Do not directly touch the backplane with your hand or any metal tool, or you could shock yourself.**

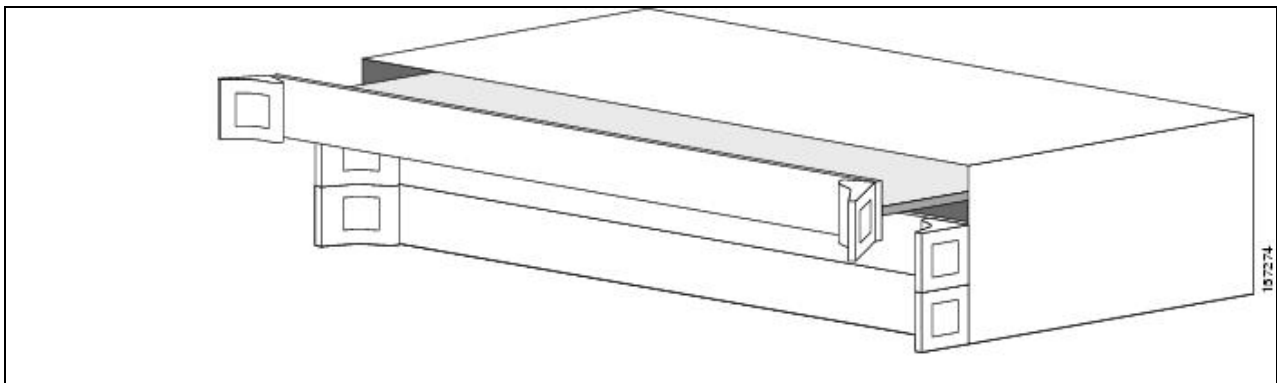
**Warning! Only trained and qualified personnel should be allowed to install, replace, or service this equipment.**

**Warning! Before working on a system that has an on/off switch, turn OFF the power and unplug the power cord.**

#### Procedure

1. On the front of the chassis, loosen the screws of the blank panel covering the slot into which you are installing the blade.
2. Remove the blank panel.
3. Remove the new blade from the antistatic bag.
4. Press the red buttons and open the handles of the blade.
5. Align the edges of the blade with the chassis guide rails.
6. Slide the blade into the chassis until it stops (see [Figure: Inserting an Audio or Video Blade into the Cisco Unified MeetingPlace 3545 Media Server](#)).

**Figure: Inserting an Audio or Video Blade into the Cisco Unified MeetingPlace 3545 Media Server**



7. Use even pressure to push the blade further into the slot.

**Caution!** Do not force the connection. Forcing the connection can bend or damage the pins in the connector inside the chassis.

**Note:** If you are installing the blade and the power to the chassis is on, the SWAP RDY LED on the front panel turns blue when you slide the blade into the chassis as far as it will go. This means that you can secure the blade safely. The LED turns off when the handles are closed.

8. Snap the handles forward to secure the blade in the slot.
9. Secure the blade screws. [wp1012953](#)

**Warning!** Blank faceplates and cover panels serve three important functions: they prevent exposure to hazardous voltages and currents inside the chassis; they contain electromagnetic interference (EMI) that might disrupt other equipment; and they direct the flow of cooling air

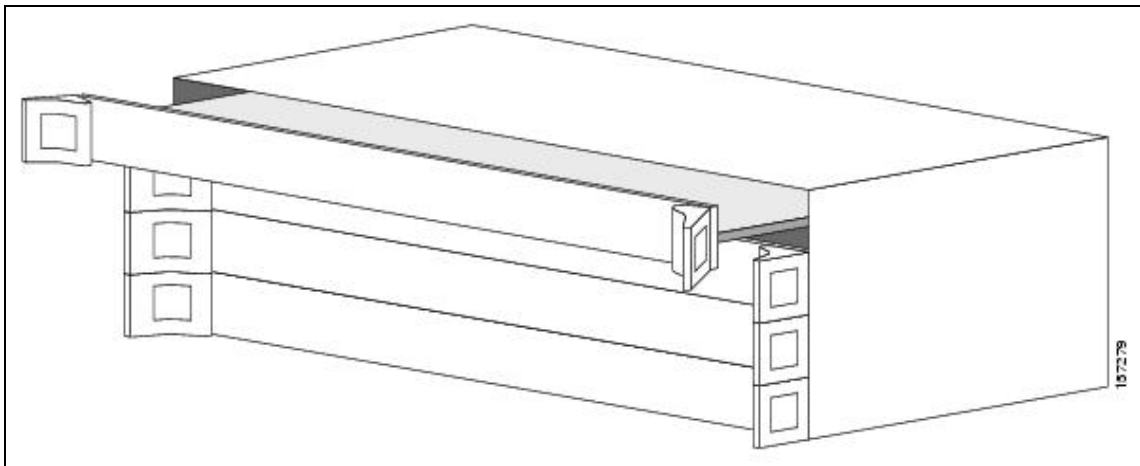
through the chassis. Do not operate the system unless all cards, faceplates, front covers, and rear covers are in place.

## Removing a Cisco Unified MeetingPlace Audio Blade or Video Blade for the Cisco Unified MeetingPlace 3545 Media Server

### Procedure

1. Loosen the blade screws.
2. Press the red buttons and open the handles of the blade (see [Figure: Removing a Blade from the Cisco Unified MeetingPlace 3545 Media Server](#)).

Figure: Removing a Blade from the Cisco Unified MeetingPlace 3545 Media Server



3. Wait for the blue SWAP RDY LED to light up. The SWAP RDY LED indicates that it is safe to remove the blade.

**Note:** It may take up to one minute for the LED to light up while the Windows operating system is shutting down.

The light goes out when the blade is completely detached from the backplane.

4. Remove the blade completely.
5. Insert a blank cover panel provided by Cisco.
6. Secure the blank cover panel screws.

**Warning!** Blank faceplates and cover panels serve three important functions: they prevent exposure to hazardous voltages and currents inside the chassis; they contain electromagnetic interference (EMI) that might disrupt other equipment; and they direct the flow of cooling air through the chassis. Do not operate the system unless all cards, faceplates, front covers, and rear covers are in place.