



Maintaining the Cisco Unified MeetingPlace Express System

Revised: May 1, 2006, OL-6664-04

This chapter contains information about the following maintenance tasks:

- [About SNMP, page 13-1](#)
- [About Licenses, page 13-8](#)
- [About Backing Up and Restoring Data, page 13-15](#)
- [Sending E-Mail Blasts, page 13-18](#)
- [About File Cleanup, page 13-19](#)

About SNMP

The Cisco Unified MeetingPlace Express Simple Network Management Protocol (SNMP) feature lets you monitor Cisco Unified MeetingPlace Express the same way you manage other devices on the network. By using an SNMP management tool and configuring it appropriately, you can obtain network status information and gain access to the Cisco Unified MeetingPlace Express system.



Note

There are two versions of SNMP: version 1 is the older version and version 2 is the newer version. Cisco Unified MeetingPlace Express works with both versions.

The Cisco Unified MeetingPlace Express SNMP feature supports all the standard Management Information Base (MIB) MIB II queries and a set of Cisco Unified MeetingPlace Express MIB traps. The MIB II queries include information such as the Cisco Unified MeetingPlace Express server name, location, and contact name, plus various statistics regarding the network interface.

The Cisco Unified MeetingPlace Express SNMP feature also supports the following non-standard MIBs. Import these MIBs into your network management server before making any SNMP requests:

- **CISCO-CDP-MIB.my**: Cisco Discovery Protocol
- **CISCO-SMI.my**: Cisco Enterprise Structure of Management Information
- **CISCO-TC.my**: Cisco MIB Textual Conventions
- **CISCO-VTP-MIB.my**: Cisco Voice Technology Protocol MIB
- **CISCO-LATITUDE-MIB.my**: Cisco Latitude MIB

You can download these MIB files from <ftp://ftp-sj.cisco.com/pub/mibs/v2/>.

The Cisco Unified MeetingPlace Express system uses traps to report certain events. Table 13-1 describes the conditions that generate Cisco Unified MeetingPlace Express traps.

Table 13-1 Cisco Unified MeetingPlace Express SNMP Traps

This Alarm	Is Generated Whenever
Server startup	The server restarts or crashes (cold start).
Major software alarm	A major software failure occurs.
Minor software alarm	A minor software failure occurs.

Each major and minor software notification includes an integer alarm code that indicates which software module and server reported the alarm.



Note

Normally, each alarm instance generates a separate notification. In some cases, however, one specific incident could trigger multiple types of alarms.

Related Topics

- [Displaying SNMP Community Strings, page 13-2](#)
- [Adding an SNMP Community String, page 13-3](#)
- [Editing an SNMP Community String, page 13-4](#)
- [Deleting an SNMP Community String, page 13-5](#)
- [Displaying SNMP Notification Destinations, page 13-5](#)
- [Adding an SNMP Notification Destination, page 13-6](#)
- [Editing an SNMP Notification Destination, page 13-7](#)
- [Deleting an SNMP Notification Destination, page 13-8](#)

Displaying SNMP Community Strings

A community string is the clear-text password you use to access the SNMP MIBs. Access privileges for the community string provide security by restricting the ability to alter the Cisco Unified MeetingPlace Express system.

Follow these steps to display all SNMP community strings, including the default community string for Cisco Unified MeetingPlace Express, which is called meetingplace-public.

Procedure

-
- Step 1** Log in to Cisco Unified MeetingPlace Express.
- Step 2** Click **Administration** at the top of the page.

- Step 3** On the left side of the page:
- a. Click **Maintenance**.
 - b. Click **SNMP**.
 - c. Click **Community Strings**.

The Cisco Unified MeetingPlace Express system displays all SNMP community strings on the SNMP Community Strings page.

Related Topics

- [About This Page: SNMP Community Strings, page B-172](#)
- [Adding an SNMP Community String, page 13-3](#)
- [Editing an SNMP Community String, page 13-4](#)
- [Deleting an SNMP Community String, page 13-5](#)
- [About SNMP, page 13-1](#)

Adding an SNMP Community String

Follow these steps to add an SNMP community string to the Cisco Unified MeetingPlace Express database.

Procedure

- Step 1** Log in to Cisco Unified MeetingPlace Express.
- Step 2** Click **Administration** at the top of the page.
- Step 3** On the left side of the page:
- a. Click **Maintenance**.
 - b. Click **SNMP**.
 - c. Click **Community Strings**.
- Cisco Unified MeetingPlace Express displays all SNMP community strings on the SNMP Community Strings page.
- Step 4** To add a community string, click **Add New**.
- Cisco Unified MeetingPlace Express displays the SNMP Community String Configuration page.
- Step 5** In the Community String field, enter the name of the new community string.
- Step 6** Choose one of the following:
- **Accept SNMP packets from any host**
 - **Accept SNMP packets only from these hosts**
- Step 7** If you choose **Accept SNMP packets only from these hosts**, enter the IP addresses from which you will accept packets in the Host IP address field and click **Insert**.
- Step 8** Choose the level of access privileges for this community string from the drop-down list.

Step 9 Click **Add New**.

Step 10 Verify that the new community string appears in the SNMP Community Strings page.

Related Topics

- [About This Page: SNMP Community Strings, page B-172](#)
- [About This Page: Edit SNMP Community String, page B-74](#)
- [Displaying SNMP Community Strings, page 13-2](#)
- [Editing an SNMP Community String, page 13-4](#)
- [Deleting an SNMP Community String, page 13-5](#)
- [About SNMP, page 13-1](#)

Editing an SNMP Community String

Follow these steps to edit an existing SNMP community string.

Procedure

Step 1 Log in to Cisco Unified MeetingPlace Express.

Step 2 Click **Administration** at the top of the page.

Step 3 On the left side of the page:

- a. Click **Maintenance**.
- b. Click **SNMP**.
- c. Click **Community Strings**.

Cisco Unified MeetingPlace Express displays all SNMP community strings on the SNMP Community Strings page.

Step 4 To edit a community string, click its underlined name.

Cisco Unified MeetingPlace Express displays the SNMP Community String Configuration page.

Step 5 Change any of the values in the fields, which are described in the [“About This Page: Edit SNMP Community String”](#) section on page B-74.

Step 6 Click **Save**.

Related Topics

- [About This Page: SNMP Community Strings, page B-172](#)
- [About This Page: Edit SNMP Community String, page B-74](#)
- [Displaying SNMP Community Strings, page 13-2](#)
- [Adding an SNMP Community String, page 13-3](#)
- [Deleting an SNMP Community String, page 13-5](#)
- [About SNMP, page 13-1](#)

Deleting an SNMP Community String

Follow these steps to delete an existing SNMP community string.

**Note**

You cannot delete the default community string for Cisco Unified MeetingPlace Express, which is called meetingplace-public.

Procedure

-
- Step 1** Log in to Cisco Unified MeetingPlace Express.
- Step 2** Click **Administration** at the top of the page.
- Step 3** On the left side of the page:
- Click **Maintenance**.
 - Click **SNMP**.
 - Click **Community Strings**.
- Cisco Unified MeetingPlace Express displays all SNMP community strings on the SNMP Community Strings page.
- Step 4** Do one of the following:
- Check the check box in the same row as the community string that you want to delete. You can select multiple community strings.
 - To delete every community string, click the checkbox at the top of the column, next to the Community string name header. All checkboxes that are not grayed out are checked.
- Step 5** Click **Delete Selected**.
- Step 6** When the confirmation pop-up window appears, click **OK**.
- Step 7** Verify that any community strings that you deleted do not appear on the SNMP Community Strings page.
-

Related Topics

- [About This Page: SNMP Community Strings, page B-172](#)
- [Displaying SNMP Community Strings, page 13-2](#)
- [Adding an SNMP Community String, page 13-3](#)
- [Editing an SNMP Community String, page 13-4](#)
- [About SNMP, page 13-1](#)

Displaying SNMP Notification Destinations

The system sends a message to the IP address specified in the notification destination whenever a trap or inform condition occurs. A trap reports certain events while an inform condition allows one network management application to send trap information to another.

Follow these steps to display all SNMP notification destinations.

Procedure

Step 1 Log in to Cisco Unified MeetingPlace Express.

Step 2 Click **Administration** at the top of the page.

Step 3 On the left side of the page:

- a. Click **Maintenance**.
- b. Click **SNMP**.
- c. Click **Notification Destinations**.

Cisco Unified MeetingPlace Express displays all SNMP notification destinations on the SNMP Notification Destinations page.

Related Topics

- [About This Page: SNMP Notification Destinations, page B-174](#)
- [Adding an SNMP Notification Destination, page 13-6](#)
- [Editing an SNMP Notification Destination, page 13-7](#)
- [Deleting an SNMP Notification Destination, page 13-8](#)
- [About SNMP, page 13-1](#)

Adding an SNMP Notification Destination

Follow these steps to add an SNMP notification destination to the Cisco Unified MeetingPlace Express database.

Procedure

Step 1 Log in to Cisco Unified MeetingPlace Express.

Step 2 Click **Administration** at the top of the page.

Step 3 On the left side of the page:

- a. Click **Maintenance**.
- b. Click **SNMP**.
- c. Click **Notification Destinations**.

Cisco Unified MeetingPlace Express displays all SNMP notification destinations on the SNMP Notification Destinations page.

Step 4 To add a notification destination, click **Add New**.

Cisco Unified MeetingPlace Express displays the SNMP Notification Destination Configuration page.

Step 5 On the SNMP Notification Destination Configuration page, enter or change the values in the fields, which are described in the [“About This Page: Edit SNMP Notification Destination”](#) section on [page B-76](#).

- Step 6** Click **Add New**.
- Step 7** Verify that the new notification destination appears on the SNMP Notification Destination page.
-

Related Topics

- [About This Page: Edit SNMP Notification Destination, page B-76](#)
- [Displaying SNMP Notification Destinations, page 13-5](#)
- [Editing an SNMP Notification Destination, page 13-7](#)
- [Deleting an SNMP Notification Destination, page 13-8](#)
- [About SNMP, page 13-1](#)

Editing an SNMP Notification Destination

Follow these steps to edit an existing SNMP notification destination:

Procedure

- Step 1** Log in to Cisco Unified MeetingPlace Express.
- Step 2** Click **Administration** at the top of the page.
- Step 3** On the left side of the page:
- a. Click **Maintenance**.
 - b. Click **SNMP**.
 - c. Click **Notification Destinations**.
- Cisco Unified MeetingPlace Express displays all SNMP notification destinations on the SNMP Notification Destinations page.
- Step 4** To edit an existing notification destination, click its destination IP address, which is underlined. Cisco Unified MeetingPlace Express displays the SNMP Notification Destination Configuration page.
- Step 5** On the SNMP Notification Destination Configuration page, enter or change the values in the fields, which are described in the [“About This Page: Edit SNMP Notification Destination”](#) section on [page B-76](#).
- Step 6** Click **Save**.
- Step 7** Verify that the notification destination contains the updated information on the SNMP Notification Destinations page.
-

Related Topics

- [About This Page: Edit SNMP Notification Destination, page B-76](#)
- [Displaying SNMP Notification Destinations, page 13-5](#)
- [Adding an SNMP Notification Destination, page 13-6](#)
- [Deleting an SNMP Notification Destination, page 13-8](#)
- [About SNMP, page 13-1](#)

Deleting an SNMP Notification Destination

Follow these steps to delete an SNMP notification destination.

Procedure

Step 1 Log in to Cisco Unified MeetingPlace Express.

Step 2 Click **Administration** at the top of the page.

Step 3 On the left side of the page:

- a. Click **Maintenance**.
- b. Click **SNMP**.
- c. Click **Notification Destinations**.

Cisco Unified MeetingPlace Express displays all SNMP notification destinations on the SNMP Notification Destinations page.

Step 4 Do one of the following:

- To delete one notification destination, check the check box in the same row as the notification destination. You may select multiple notification destinations.
- To delete every notification destination, check the checkbox at the top of the column, next to the Destination IP address header. All checkboxes are checked.

Step 5 Click **Delete Selected**.

Step 6 When the confirmation pop-up window appears, click **OK**.

Step 7 Verify that any notification destinations that you deleted do not appear on the SNMP Notification Destinations page.

Related Topics

- [About This Page: SNMP Notification Destinations, page B-174](#)
- [Displaying SNMP Notification Destinations, page 13-5](#)
- [Adding an SNMP Notification Destination, page 13-6](#)
- [Editing an SNMP Notification Destination, page 13-7](#)
- [About SNMP, page 13-1](#)

About Licenses

The Cisco Unified MeetingPlace Express system uses the following types of licenses:

- [Language License, page 13-9](#)
- [Voice Conferencing Licenses, page 13-9](#)
- [Web Conferencing Licenses, page 13-10](#)
- [System Software License, page 13-10](#)

Related Topics

- [Displaying Licenses, page 13-11](#)
- [Installing Licenses, page 13-11](#)
- [Downloading Licenses, page 13-14](#)

Language License

Enables the simultaneous use of up to four supported languages. If you do not purchase and install the language license, you can enable any of the supported languages but only one at a time.

The language license is sold separately from the other licenses.

Related Topics

- [About Licenses, page 13-8](#)
- [Displaying Licenses, page 13-11](#)
- [Installing Licenses, page 13-11](#)
- [Downloading Licenses, page 13-14](#)

Voice Conferencing Licenses

Limit the number of concurrent calls and telephony audio ports, as well as the number of concurrent users of the lite meeting room, to the number of voice conferencing licenses that you have purchased. This is enforced by the VUI; callers in excess of the licensed number get a busy signal and cannot join the meeting.

Voice conferencing licenses work in conjunction with the *maxvoice* license, which denotes the maximum number of voice conferencing licenses that can be used on this particular system, due to system restraints. If the voice conferencing license count exceeds the value of the *maxvoice* license, the system uses the value of the *maxvoice* license instead.

**Note**

If you purchase and install a new *maxvoice* license, it overwrites the old one. It does not add the new licenses to the previous value.

If you do not purchase any voice conferencing licenses, the system gives you six default licenses.

Related Topics

- [About Licenses, page 13-8](#)
- [Displaying Licenses, page 13-11](#)
- [Installing Licenses, page 13-11](#)
- [Downloading Licenses, page 13-14](#)

Web Conferencing Licenses

Limit the number of concurrent web conferencing participants using the full meeting room to the number of web conferencing licenses that you have purchased. This is enforced when participants try to enter the web meeting room; participants in excess of the licensed number cannot join the web meeting room.

Web conferencing licenses work in conjunction with the *maxweb* license, which denotes the maximum number of web conferencing licenses that can be used on this particular system, due to system restraints. If the web conferencing license count exceeds the value of the *maxweb* license, the system uses the value of the *maxweb* license instead.

**Note**

If you purchase and install a new *maxweb* license, it overwrites the old one. It does not add the new licenses to the previous value.

If you do not purchase any web conferencing licenses, the system gives you six default licenses for the first 60 days after installation, but they are deleted after that.

**Note**

If you want all or most users to be able to schedule full web meetings, purchase an equal number of web conferencing and voice conferencing licenses.

Related Topics

- [About Licenses, page 13-8](#)
- [Displaying Licenses, page 13-11](#)
- [Installing Licenses, page 13-11](#)
- [Downloading Licenses, page 13-14](#)

System Software License

License for the underlying software platform, including the operating system. This is the only license that is specific to the software version. It expires if you upgrade the software past the licensed version. The version specified by the system software license must be greater than or equal to the first digit of the installed software. If it is not, the system does not honor any of the other licenses.

You can only get a system software license by purchasing a base software SKU, a software version upgrade, or a Cisco Conference Connection to Cisco Unified MeetingPlace Express upgrade. You do not get one when you purchase a capacity or platform upgrade.

**Note**

(Release 1.1.1 and later releases) The system software license enables the other licenses. If you do not install the system software license, or if the version is obsolete, the system behaves as if there are no voice or web conferencing licenses installed. The system ignores any voice or web conferencing licenses and uses the default values for those (six each). (The only exception is if you have a web conferencing license installed with no system software license, then the system honors the six web conferencing licenses as permanent, meaning they will not expire after 60 days.)

If you later buy more voice or web conferencing licenses, when you install the new voice or web conferencing licenses, the system will still ignore them and operate with the default values (six each). *You must install the system software license for the system to use the voice and web conferencing licenses.*

**Note**

The Administration Center works regardless of the licenses.

Related Topics

- [About Licenses, page 13-8](#)
- [Displaying Licenses, page 13-11](#)
- [Installing Licenses, page 13-11](#)
- [Downloading Licenses, page 13-14](#)

Displaying Licenses

This topic describes how to display the number and type of licenses in your system.

Procedure

- Step 1** Log in to Cisco Unified MeetingPlace Express.
- Step 2** Click **Administration** at the top of the page.
- Step 3** On the left side of the page:
 - Click **Maintenance**.
 - Click **Licenses**.
 - Click **Licenses Summary**.

The Licenses Summary page displays the number of language, voice, and web conferencing licenses that are installed on your system, if any.

Related Topics

- [About This Page: Licenses Summary, page B-115](#)
- [About Licenses, page 13-8](#)

Installing Licenses

If you purchase license SKUs with your Cisco Unified MeetingPlace Express order, then your order comes with a Product Authorization Key (PAK). You obtain a license file by providing the PAK and the MAC address of your server in a form on Cisco.com. Through the Administration Center, you upload the license file to Cisco Unified MeetingPlace Express to install all purchased licenses in that order.

To install licenses on your Cisco Unified MeetingPlace Express system, complete these tasks:

1. [Determining the MAC Address of your System, page 13-12](#)
2. [Obtaining the License File, page 13-12](#)
3. [Uploading the License File, page 13-13](#)

**Note**

The new licenses take affect immediately. You do not need to reinstall or restart the Cisco Unified MeetingPlace Express operating system and Cisco Unified MeetingPlace Express application when you add licenses.

Determining the MAC Address of your System

This topic describes how to determine the MAC address of the Cisco Unified MeetingPlace Express server. The MAC address is required to obtain a license file.

Procedure

- Step 1** Open the Cisco Unified MeetingPlace Express application.
- Step 2** Log in to Cisco Unified MeetingPlace Express.
- Step 3** At the top of the page, click **Administration**.
- Step 4** On the left side of the page:
 - a. Click **Maintenance**.
 - b. Click **Licenses**.
 - c. Click **Install Licenses**.

The MAC address is listed in the [Host ID \(MAC address\)](#) field.

Related Topics

- [Installing Licenses, page 13-11](#)
- [About Licenses, page 13-8](#)
- [About This Page: Install Licenses, page B-113](#)

Obtaining the License File

This topic describes how to obtain the license file for Cisco Unified MeetingPlace Express. The license file contains all purchased licenses in a particular order.

Before You Begin

- Find the Product Authorization Key (PAK) that came with your order.
- Find the MAC address of your Cisco Unified MeetingPlace Express server. See the “[Determining the MAC Address of your System](#)” section on page 13-12.

Procedure

- Step 1** Go to <http://www.cisco.com/go/license>.
- Step 2** If prompted, log in with your Cisco.com user ID and password.
- Step 3** Enter the PAK from your Cisco Unified MeetingPlace Express order.
- Step 4** Confirm the order information by and click **Continue**.
- Step 5** Fill out all the required fields on the registration form. In particular:
- Make sure that your e-mail address is correct, because the license file will be e-mailed to you.
 - Enter the MAC address of your Cisco Unified MeetingPlace Express server.
- Step 6** Click **Submit**.
Cisco Systems sends you an e-mail containing the license file.
- Step 7** Save the license file to a location where you can access it from the Cisco Unified MeetingPlace Express Administration Center.
-

Related Topics

- [Installing Licenses, page 13-11](#)
- [About Licenses, page 13-8](#)

Uploading the License File

This topic describes how to upload a license file, which contains all purchased licenses in an order.

Before You Begin

Obtain the license file. See the “[Obtaining the License File](#)” section on page 13-12.

Procedure

- Step 1** Log in to Cisco Unified MeetingPlace Express.
- Step 2** Click **Administration** at the top of the page.
- Step 3** On the left side of the page:
- Click **Maintenance**.
 - Click **Licenses**.
 - Click **Install Licenses**.
- Step 4** Select one of the following radio buttons:
- [Upload new license file](#)—Specifies to delete all previously installed licenses before installing the license file. Select this option only when uploading licenses to your system for the first time, or in the unlikely event that you must install an entirely new set of licenses.
 - [Append incremental license file](#)—Specifies to keep all the previously installed licenses and to add additional licenses from the license file.

- Step 5** Enter the fully qualified filename in the [License file to use](#) field or click **Browse** to search for the file.
- Step 6** Click **Install License**.
-

Related Topics

- [Installing Licenses, page 13-11](#)
- [About Licenses, page 13-8](#)
- [About This Page: Install Licenses, page B-113](#)

Downloading Licenses

You may want to download a license for backup. Follow this procedure:

Procedure

- Step 1** Log in to Cisco Unified MeetingPlace Express.
- Step 2** Click **Administration** at the top of the page.
- Step 3** On the left side of the page:
- a. Click **Maintenance**.
 - b. Click **Licenses**.
 - c. Click **View Licenses**.

The Cisco Unified MeetingPlace Express system displays a list of all the valid licenses on the Licenses Summary page.

- Step 4** Click **Download License**.

**Note**

There is also a **Download License** button on the Install Licenses page. The process is the same for both buttons.

The File Download dialog box opens.

- Step 5** Click **Save**.
- The Save As dialog box opens.
- Step 6** Navigate to the directory where you want to save the exported file.
- Step 7** Click **Save**.
- Step 8** If the Download Complete dialog box appears, click **Close**.
-

Related Topics

- [About Licenses, page 13-8](#)

About Backing Up and Restoring Data

The Cisco Unified MeetingPlace Express backup and restore functions ensure that the system can recover with minimal data loss in case of a database or system failure or corruption. See the following sections:

- [About Backing Up the Database, page 13-15](#)
- [About Cleaning Up the Database Backup Files, page 13-16](#)
- [About Archiving the Database Backup Files and Other External Files, page 13-16](#)
- [About Restoring the Data, page 13-17](#)
- [About Backing Up Recordings, page 13-17](#)
- [Configuring Backups, page 13-18](#)

About Backing Up the Database

There are three types of database backups:

- L0 (Level 0) backup. This is the most common database backup. This is a complete backup of the database, both physical and logical, and it is sufficient to restore data from it.
- L1 (Level 1) backup. The L1 backup is an incremental backup. It contains a backup of all the data that has been changed since the last L0 backup. It takes much less disk space than an L0 backup; however, it cannot be used for a full restore. If the system fails, you must use both the L0 and L1 backup files to restore data.
- L2 (Level 2) backup. The L2 backup is incremental to the L1 backup, so it needs both the L0 and the L1 backups to restore data.

Cisco Unified MeetingPlace Express uses a combination of L0, L1, and L2 backups and uses an Informix command called **ontape** for the backup mechanism.

The database backup file is physically located on the system disk, which is the same physical device on which the rest of the Cisco Unified MeetingPlace Express system exists. The system disk can contain up to three automatically-created L0 backups: the current L0, plus the previous one or two L0 backups. The L1 and L2 backups are also kept there. All the older backups are removed from the system disk during the cleanup process.



Caution

Use caution if you manually modify the backup files on the local disk or in the archive location. For successful data restoration, the three levels of backup files must be present in the correct order. For example, if the correct L0 and L2 backup files are present while the appropriate L1 backup file is missing, then the data cannot be restored.



Note

Advanced system administrators can change the frequency of the automatic backups by editing the crontab file. Be careful when modifying the cron schedule, which determines the order of the backups.

If automatic backup is disabled, then make sure that you run only one backup at a time. For information about manual backups, see the *Troubleshooting Guide for Cisco Unified MeetingPlace Express*.

The automatic backup process also incorporates archiving (if enabled) and cleanup. This ensures that if there is a database corruption or disk failure, in the worst case, less than four hours of data is lost.

Related Topics

- [About Backing Up and Restoring Data, page 13-15](#)
- [Configuring Backups, page 13-18](#)
- [About This Page: Configure Backup, page B-43](#)

About Cleaning Up the Database Backup Files

The cleanup process occurs before every scheduled backup in the crontab file. During the cleanup process, the following files are deleted:

- Backup files older than seven days.
- Unusable files, such as L1 and L2 backup files that are older than the oldest remaining L0 backup file.



Note

If you disable automatic backups, the cleanup process continues to run as scheduled in the crontab file. Therefore, if you want to keep backup files that are older than seven days, then you must archive them.

Related Topics

- [About Backing Up and Restoring Data, page 13-15](#)
- [About Archiving the Database Backup Files and Other External Files, page 13-16](#)
- [Configuring Backups, page 13-18](#)
- [About This Page: Configure Backup, page B-43](#)

About Archiving the Database Backup Files and Other External Files

Archiving is the process of storing database backup files to a remote system over the network, together with other critical external files, by using rsync and the SSH data transfer. Archiving makes a remote copy of all the backup files and the required external files. If a newly archived file has the same name as an existing archived file, the new file overwrites the old file.

After archiving the database, the Cisco Unified MeetingPlace Express system is finished with the backup and restore process. Maintaining the archive and maintaining the remote system used for storing the archive is the responsibility of the system administrator.

Automatic archiving can be enabled or disabled. When enabled, it is initiated by and happens after the automatic database backup.

**Note**

The remote server to which you archive files must support rsync and SSH connections. For example:

- To archive to a UNIX or Linux server, SSH service and rsync must be enabled on that server. Both SSH service and rsync are included in most UNIX and Linux distributions.
- To archive to a Windows-based server, both an SSH server and an rsync utility must be installed on that server.

Related Topics

- [About Backing Up and Restoring Data, page 13-15](#)
- [Configuring Backups, page 13-18](#)
- [About This Page: Configure Backup, page B-43](#)

About Restoring the Data

Restoring the data recreates database server data from backed-up storage spaces and logical log files. You may need to restore your data if you need to replace a failed disk that contains database server data, there is a logic error in a program that has corrupted the database, you need to move your database server data to a new computer, or if a user accidentally corrupts or destroys data.

To restore data up to the time of the failure, you must have at least one L0 backup. The restore is done using the Informix command called `ontape`. Cisco Unified MeetingPlace Express provides a script called `restore.sh` that guides you through the restore process. The script is in the `$MP_DATABASE/db-maintenance` directory.

Related Topics

- [About Backing Up and Restoring Data, page 13-15](#)
- [Configuring Backups, page 13-18](#)
- [About This Page: Configure Backup, page B-43](#)

About Backing Up Recordings

Currently, voice recordings of user names are backed up and archived but meeting recordings are not. You can however, download a meeting recording, rename it, and save it on to your hard drive. See the End-User Interface online help for instructions on downloading meeting recordings.

Related Topics

- [About Backing Up and Restoring Data, page 13-15](#)
- [Configuring Backups, page 13-18](#)
- [About This Page: Configure Backup, page B-43](#)

Configuring Backups

This section describes how to configure the parameters for the automatic backups that the system performs. For information about manually backing up, archiving, or restoring data, see the [Troubleshooting Guide for Cisco Unified MeetingPlace Express](#).

Procedure

- Step 1** Log in to Cisco Unified MeetingPlace Express.
 - Step 2** Click **Administration** at the top of the page.
 - Step 3** On the left side of the page:
 - a. Click **Maintenance**.
 - b. Click **Configure Backup**.
 - Step 4** On the Configure Backup page, configure the fields, which are described in the “[About This Page: Configure Backup](#)” section on page B-43.
 - Step 5** Do one of the following:
 - To save these values without running the backup program, click **Save**.
 - To save these values and run the backup program, click **Save and Run Backup**.
-

Related Topics

- [About Backing Up and Restoring Data, page 13-15](#)
- [About This Page: Configure Backup, page B-43](#)

Sending E-Mail Blasts

This topic describes how to send an e-mail blast, which is an e-mail message that is sent to either a pre-defined user group or to all end users.

Procedure

- Step 1** Log in to Cisco Unified MeetingPlace Express.
 - Step 2** Click **Administration** at the top of the page.
 - Step 3** On the left side of the page:
 - a. Click **Maintenance**.
 - b. Click **E-Mail Blast**.
 - Step 4** On the E-Mail Blast page, enter or change the values in the fields, which are described in the “[About This Page: E-Mail Blast](#)” section on page B-80.
 - Step 5** Click **Send**.
-

Related Topics

- [About E-Mail Notification Templates and Language Property Files, page 12-6](#)

About File Cleanup

Use the File Cleanup feature to delete directories that contain voice files, such as meeting recordings and recorded user names, for end users who have been removed from your Cisco Unified MeetingPlace Express database.

**Note**

Because of the large amount of voice storage available in the Cisco Unified MeetingPlace Express system, this feature is rarely used. Perform a file cleanup only if your system runs low on voice storage; for example, if you have problems recording meetings or user names or if the prompt reports that voice storage is full.

Related Topics

- [Cleaning Up Voice Files, page 13-19](#)

Cleaning Up Voice Files

Follow this procedure to clean up unused voice files in your Cisco Unified MeetingPlace Express database.

Procedure

-
- Step 1** Log in to Cisco Unified MeetingPlace Express.
- Step 2** Click **Administration** at the top of the page.
- Step 3** On the left side of the page:
- Click **Maintenance**.
 - Click **File Cleanup**.
- The system displays the File Cleanup page.
- Step 4** Click **Execute** to start the file cleanup process.
-

Related Topics

- [About This Page: File Cleanup, page B-87](#)
- [About File Cleanup, page 13-19](#)

