



# Configuring Meetings for Cisco Unified MeetingPlace Express

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

The following topics describe available meeting types and how to configure meeting parameters:

- [About Scheduled Meetings, page 4-1](#)
- [About Reservationless Meetings, page 4-6](#)
- [About Ports, page 4-9](#)
- [Configuring Meetings, page 4-14](#)
- [About Direct Meeting Dial-In, page 4-15](#)
- [Displaying Meeting Times Using a 12- or 24-Hour Clock, page 4-16](#)
- [About the Audio Mixer, page 4-17](#)

## About Scheduled Meetings

Scheduled meetings are meetings that profiled users can schedule to begin immediately or sometime in the future.

Unlike reservationless meetings, a scheduled meeting gives the scheduler control over meeting details, including the parameters described in [Table 4-1](#). For a complete list of available meeting parameters, see the *User Guide for Cisco Unified MeetingPlace Express Release 1.1*. System administrators, in turn, have control over which parameters can be specified by meeting schedulers.

**Table 4-1**      **Sample List of Scheduled Meeting Parameters**

Scheduled Meeting Parameter	Brief Description
Meeting subject	Appears in e-mail notifications and in the Meeting Details and Find Meeting pages of the end-user web interface.
Meeting ID <sup>1</sup>	Uniquely identifies the meeting.
Meeting date, time, duration, and frequency	Reserves ports and the meeting ID for the specified times.
Number of participants <sup>1</sup>	Reserves the specified number of ports.
Meeting password	Requires participants to enter the password to join the meeting.

**Table 4-1**      **Sample List of Scheduled Meeting Parameters (continued)**

Scheduled Meeting Parameter	Brief Description
Billing code <sup>1</sup>	Identifies the department or group to bill for the meeting.
Who can attend <sup>1</sup>	Enables the restriction of meeting participants to profiled users.
Entry and exit announcements <sup>1</sup>	Plays a beep, a beep and recorded name, or silence when a user joins or leaves the meeting.

1. This parameter may be disabled, limited to specific users, or limited to certain values by system administrators.

Specific types of scheduled meetings are described in the following topics:

- [About Immediate Meetings, page 4-2](#)
- [About Zero-Port Voice Meetings, page 4-3](#)
- [About Web-Only Meetings, page 4-4](#)
- [About Recurring Meetings, page 4-4](#)
- [About Continuous Meetings, page 4-5](#)

#### Related Topics

- [About Reservationless Meetings, page 4-6](#)
- [Configuring Meetings, page 4-14](#)
- [Recommended Port Configurations, page 4-14](#)

## About Immediate Meetings

An immediate meeting starts right after the user schedules it. Immediate meetings are used when reservationless meetings are not enabled on the system, or by meeting schedulers who are restricted from owning reservationless meetings. Any user who can schedule meetings can start immediate meetings.

Immediate meetings are also used by schedulers who want more flexibility and control of the meeting parameters than they would have with reservationless meeting. For example, schedulers of immediate meetings may limit who can join the meeting, choose the Meeting ID, send e-mail notifications, and decide whether or not to publicly list the meeting in the end-user web interface. Such control is not available for reservationless meetings.

For more information, see the *User Guide for Cisco Unified MeetingPlace Express Release 1.1*.

#### Related Topics

- [About Scheduled Meetings, page 4-1](#)
- [About Reservationless Meetings, page 4-6](#)
- [Configuring Meetings, page 4-14](#)

## About Zero-Port Voice Meetings

The following special characteristics apply to zero-port voice meetings:

- No ports are reserved when zero-port voice meetings are scheduled. Therefore, there is no limit to the number of zero-port voice meetings that can be scheduled on Cisco Unified MeetingPlace Express at any time.
- Users may join a zero-port voice meeting only if voice ports or voice floater ports are available at that time.
- When a user joins a zero-port voice meeting, that user utilizes one voice port. Therefore, the number of meeting participants who can attend zero-port voice meetings at the same time is limited by the number of voice licenses that are installed and available on the system.
- Users who can schedule zero-port voice meetings are always restricted from the following:
  - Scheduling full web meetings.
  - Reserving voice ports for scheduled meetings.

### Related Topics

- [Required Configurations for Zero-Port Voice Meetings, page 4-3](#)
- [About Scheduled Meetings, page 4-1](#)
- [About Ports, page 4-9](#)
- [Configuring Meetings, page 4-14](#)

## Required Configurations for Zero-Port Voice Meetings

[Table 4-2](#) lists the user profile fields that must be configured before the associated users can schedule zero-port voice meetings.

**Table 4-2**      *Required Zero-Port Voice Meeting Configurations*

Administration Center Page	Field and Link to Description	Required Setting
Add User Group or Edit User Groups Details  or Add User Profile or Edit User Profiles Details	<a href="#">Host web meetings with (user group)</a>  or <a href="#">Host web meetings with (user profile)</a>	Participant list only (no licenses required)
Add User Group or Edit User Groups Details  or Add User Profile or Edit User Profiles Details	<a href="#">Reserve voice licenses when setting up meetings (user group)</a>  or <a href="#">Reserve voice licenses when setting up meetings (user profile)</a>	No

**Related Topics**

- [About Zero-Port Voice Meetings, page 4-3](#)
- [Modifying User Groups, page 6-5](#)
- [Modifying User Profiles, page 6-11](#)

## About Web-Only Meetings

Web-only meetings can be scheduled in the following situations:

- The user profile of the meeting scheduler is configured as follows:
  - [Host web meetings with](#)—Full meeting room (licenses required)
  - [Reserve voice licenses when setting up meetings](#)—No
- If voice ports are not available for a meeting that is being scheduled, then the system offers the meeting scheduler the option to schedule a web-only meeting.
- A web meeting is initiated from a Cisco Unified Personal Communicator conversation. See [Appendix A, “About Integration of Cisco Unified MeetingPlace Express with Cisco Unified Personal Communicator.”](#)

**Related Topics**

- [About Ports, page 4-9](#)
- [About Scheduled Meetings, page 4-1](#)
- [About Web Meetings That Are Initiated From Cisco Unified Personal Communicator, page A-1](#)

## About Recurring Meetings

A recurring meeting is a scheduled meeting where a daily, weekly, or monthly frequency is selected on the Schedule Meeting end-user web interface. A recurring meeting is held at the same time of day, at a specified frequency.

The following special characteristics apply to recurring meetings:

- All instances of recurring meetings take place at the same time of day in the time zone configured in the scheduler's user profile. Meeting invitees must adjust for time zone differences. Remember that some locations, such as Arizona, do not use daylight savings time. See the [“About Time Zones” section on page 6-24](#).
- When you export meeting information to create a meeting import file, make sure that you specify a range of dates that includes all occurrences of recurring meetings that you want to be able to import. The following behavior applies to recurring meetings that are imported to Cisco Unified MeetingPlace Express:
  - Release 1.1.2 and later releases—Each occurrence in the import file is scheduled as an individual meeting with no recurrence pattern.
  - Release 1.1.1 and earlier releases—Each occurrence in the import file is scheduled as a separate recurring meeting that ends after one occurrence.

While scheduling recurring meetings, the end user specifies a schedule pattern (see [Table 4-3](#)).

**Table 4-3**      **Schedule Pattern Options for Recurring Meetings**

Frequency	Pattern Options
Daily	<ul style="list-style-type: none"><li>• Number of days between meetings or every weekday</li><li>• Number of meeting occurrences or the date by which to end the recurring meetings</li></ul>
Weekly	<ul style="list-style-type: none"><li>• Number of weeks between meetings</li><li>• Which day or days of the week to hold the meeting</li><li>• Number of meeting occurrences or the date by which to end the recurring meetings</li></ul>
Monthly	<ul style="list-style-type: none"><li>• Which day of the month to hold the meeting</li><li>• Number of meeting occurrences or the date by which to end the recurring meetings</li></ul>

For more information about recurring meetings, see the [User Guide for Cisco Unified MeetingPlace Express](#).

#### Related Topics

- [About Scheduled Meetings, page 4-1](#)

## About Continuous Meetings

A continuous meeting is a scheduled meeting that reserves ports and a meeting ID indefinitely, so that participants may join the meeting at any time on any day. Nevertheless, a continuous meeting is in session only when at least one participant is in the meeting.

Continuous meetings are useful for:

- All-day meetings during which participants take breaks.
- Users who manage crisis situations and must be able to meet immediately when a problem arises.

The following special characteristics apply to continuous meetings:

- Continuous meetings can be scheduled only by users whose user profiles specify System Mgr in the [Type of user](#) field. To schedule a continuous meeting, select the continuous frequency option in the Schedule Meeting page of the end-user web interface. The continuous frequency option appears only for logged in users of type System Mgr.
- Even when zero participants are in a continuous meeting, the reserved ports and meeting ID are never available for scheduling other meetings.
- Billing reports do not count the minutes during which there are zero participants in a continuous meeting.
- After the last participant leaves a continuous meeting, the meeting data is moved to the Cisco Unified MeetingPlace Express database. This data appears when you generate a Meeting Participant Join Leave Information report.
- Continuous meetings can be imported only in Release 1.1.2 and later releases.

**Related Topics**

- [Required Configurations for Continuous Meetings, page 4-6](#)
- [About Scheduled Meetings, page 4-1](#)
- [About the Types of Users, page 6-14](#)
- [About This Page: Billing Report, page B-38](#)
- [About This Page: Meeting Participant Join Leave Information, page B-136](#)

## Required Configurations for Continuous Meetings

Table 4-4 shows the user profile field that must be configured before the associated users can schedule continuous meetings.

**Table 4-4**      *Required Continuous Meeting Configurations*

Administration Center Page	Field and Link to Description	Required Setting
Add User Profile or Edit User Profiles Details	<a href="#">Type of user</a> (user profile)	System Mgr

**Related Topics**

- [About Continuous Meetings, page 4-5](#)

## About Reservationless Meetings

Reservationless meetings begin immediately and without any user-entered meeting details. Reservationless meetings are useful for impromptu meetings, but the meeting owner has far less control of the reservationless meeting parameters than with scheduled immediate meetings.

The following special characteristics apply to reservationless meetings:

- Both profiled and unprofiled users may join a reservationless meeting.
- After the first person joins a reservationless meeting, the meeting gets publicly listed in the Find Meeting page of the end-user web interface. The meeting subject displays the meeting owner's last name.
- The meeting ID for a reservationless meeting is the phone profile number of the meeting owner.
- The meeting owner is the user who sets up the reservationless meeting by performing the following actions:
  - Clicks Start Reservationless on the end-user web interface.
  - Logs in to the system, if not already logged in.
  - Clicks Join Meeting or Start Meeting Without Me.
- Reservationless meeting IDs are permanently reserved and cannot be used for scheduled meetings.
- E-mail notifications are not sent for reservationless meetings.

- Participants who join a reservationless meeting before the owner does must wait in a waiting room (where they cannot communicate with each other) until the meeting owner arrives, unless one of the following is true:
  - The meeting owner clicks the “Start Meeting Without Me” button on the Reservationless Meeting page of the end-user web interface.
  - The system administrator sets the [Reservationless: Allow 3rd Party Initiate?](#) field to Yes, and a profiled user starts the meeting. See the “[About This Page: Meeting Configuration](#)” section on [page B-121](#).

See the following sections for important information about reservationless meetings:

- [Port Availability Considerations for Reservationless Meetings](#), page 4-7
- [Required Configurations for Reservationless Meeting](#), page 4-8
- [Optional Configurations for Reservationless Meeting](#), page 4-8

Reservationless meetings are also described in the *User Guide for Cisco Unified MeetingPlace Express*.

#### Related Topics

- [About Immediate Meetings](#), page 4-2
- [About Scheduled Meetings](#), page 4-1

## Port Availability Considerations for Reservationless Meetings

Users may start or join a reservationless meeting only if ports or floater ports are available at that time. For example, suppose that three people decide to hold a voice and full web reservationless meeting at a time when the system has five available voice ports but only two available web ports. All three people can join the voice meeting, but the last person to join cannot enter the full web meeting room until a web port becomes available on the system.

Therefore, before enabling reservationless meetings on your system, make sure that you have installed enough voice and web licenses to meet the following demands:

- Port reservations for scheduled meetings
- Port utilization for reservationless meetings
- If applicable to your system, port utilization for zero-port voice meetings

#### Related Topics

- [About Reservationless Meetings](#), page 4-6
- [Recommended Port Configurations](#), page 4-14
- [Configuring Meetings](#), page 4-14

## Required Configurations for Reservationless Meeting

Table 4-5 lists the fields that you must configure before users can use and own reservationless meetings.

**Table 4-5** Required Reservationless Meeting Configurations

Administration Center Page	Field and Link to Description	Required Setting
Meeting Configuration	<a href="#">Enable reservationless</a>	Yes
Add User Group or Edit User Groups Details	<a href="#">Use reservationless</a> (user group)	Yes <sup>1</sup>
or	or	
Add User Profile or Edit User Profiles Details	<a href="#">Use reservationless</a> (user profile)	

1. To prevent some or many users from setting up and owning reservationless meetings, set this field to No in their user groups or user profiles.

### Related Topics

- [About Reservationless Meetings, page 4-6](#)
- [Configuring Meetings, page 4-14](#)
- [Modifying User Groups, page 6-5](#)
- [Modifying User Profiles, page 6-11](#)

## Optional Configurations for Reservationless Meeting

Table 4-6 lists the optional fields that enable you to further control the use of reservationless meetings.

**Table 4-6** Optional Reservationless Meeting Configurations

Administration Center Page	Field and Link to Description
Meeting Configuration	<a href="#">Maximum ports per meeting for Reservationless, page B-123</a>
Meeting Configuration	<a href="#">Reservationless: Allow 3rd Party Initiate?, page B-125</a>
Meeting Configuration	<a href="#">Reservationless: Bill 3rd Party Initiator?, page B-125</a>
Add User Group or Edit User Groups Details	<a href="#">Password required, page B-12</a> (user group)
or	or
Add User Profile or Edit User Profiles Details	<a href="#">Password required, page B-24</a> (user profile)
Add User Group or Edit User Groups Details	<a href="#">Use reservationless, page B-13</a> (user group)
or	or
Add User Profile or Edit User Profiles Details	<a href="#">Use reservationless, page B-25</a> (user profile)



**Related Topics**

- [About Reservationless Meetings, page 4-6](#)
- [Configuring Meetings, page 4-14](#)
- [Modifying User Groups, page 6-5](#)
- [Modifying User Profiles, page 6-11](#)

## About Ports

Ports are used to connect meeting participants to the Cisco Unified MeetingPlace Express system and are described in the following topics:

- [About Voice Ports, page 4-9](#)
- [About Web Ports, page 4-11](#)
- [Recommended Port Configurations, page 4-14](#)

## About Voice Ports

Also called an *access* port, a voice port is used to connect a meeting participant to one or both of the following meeting interfaces:

- Voice meeting—Attend a meeting over the phone.
- Lite web meeting—View participant names and their status in a web interface.

For descriptions of the many features that are available to end users during voice-only meetings and voice meetings with lite web meeting rooms, see the *User Guide for Cisco Unified MeetingPlace Express Release 1.1*.

Voice ports are further described in the following sections:

- [About the Required Voice-Conferencing Licenses, page 4-10](#)
- [About Voice Floater Ports, page 4-10](#)
- [About Voice Overbook Ports, page 4-10](#)
- [Required Configuration for Reserving Voice Ports, page 4-11](#)

**Related Topics**

- [About Web Ports, page 4-11](#)
- [Recommended Port Configurations, page 4-14](#)

## About the Required Voice-Conferencing Licenses

The number of voice ports on a Cisco Unified MeetingPlace Express system is equal to the number of installed voice-conferencing licenses, up to 120 voice ports.

The number of voice ports is also the maximum possible number of the following connections:

- Simultaneous voice meeting connections to Cisco Unified MeetingPlace Express.
- Simultaneous web connections to lite web meeting rooms.

### Related Topics

- [About Licenses, page 13-8](#)
- [About Voice Ports, page 4-9](#)

## About Voice Floater Ports

Voice floater ports are voice ports that cannot be reserved while scheduling meetings. Instead, floater ports are set aside for unexpected port needs, for example, when users try to take the following actions:

- Joining a voice meeting or lite web meeting with more participants than reserved ports
- Joining a zero-port voice meeting
- Starting or joining a reservationless meeting

When any of these events occur, *any* voice ports that are not reserved or in use at that time can be used as voice floater ports.

Configure the number of voice floater ports in the [Floater ports](#) field of the Meeting Configuration page. Remember that configuring voice floater ports reduces the number of ports that are available for scheduling meetings.

### Related Topics

- [About Voice Ports, page 4-9](#)
- [Recommended Port Configurations, page 4-14](#)
- [Configuring Meetings, page 4-14](#)
- [About This Page: Meeting Configuration, page B-121](#)

## About Voice Overbook Ports

Voice overbook ports enable users to schedule meetings even when there are no voice ports available for scheduling.

If you configure voice overbook ports, then you assume that users who are scheduled to attend meetings do not always attend, leaving their reserved voice ports unused. Once all voice ports are in use, then any more people who try to attend a voice meeting or lite web meeting will not be able to join.

Configure the number of voice overbook ports in the [Overbook ports](#) field of the Meeting Configuration page. Remember that configuring voice overbook ports increases the risk of users being unable to attend scheduled meetings.

### Related Topics

- [About Voice Ports, page 4-9](#)
- [Recommended Port Configurations, page 4-14](#)

- [Configuring Meetings](#), page 4-14
- [About This Page: Meeting Configuration](#), page B-121

## Required Configuration for Reserving Voice Ports

Table 4-7 lists the fields that you must configure before users can reserve voice ports while scheduling meetings.

**Table 4-7** Required Configuration for Reserving Voice Ports

Administration Center Page	Field and Link to Description	Required Setting
Add User Group or Edit User Groups Details or Add User Profile or Edit User Profiles Details	<a href="#">Reserve voice licenses when setting up meetings</a> (user group) or <a href="#">Reserve voice licenses when setting up meetings</a> (user profile)	Yes <sup>1</sup>

1. Changes to this field are applied to each user after the user next logs in to Cisco Unified MeetingPlace Express. Therefore, if a user is logged in when this field is modified, the previous setting applies until the user logs out and logs back in.

### Related Topics

- [About Voice Ports](#), page 4-9
- [Modifying User Groups](#), page 6-5
- [Modifying User Profiles](#), page 6-11

## About Web Ports

A web port is used to connect a meeting participant to one of the following web meetings, in which meeting participants can share documents or demonstrate applications:

- Full web meeting  
The full web meeting room includes the Participant List, Chat, Note, and Share pods. For descriptions of the many features that are available during full web meetings, see the *User Guide for Cisco Unified MeetingPlace Express Release 1.1*.
- Cisco Unified Personal Communicator web meeting  
Web meetings that are initiated from within a Cisco Unified Personal Communicator conversation include only the Share pod. For more information, see [Appendix A, “About Integration of Cisco Unified MeetingPlace Express with Cisco Unified Personal Communicator.”](#)

Web ports are described further in the following sections:

- [About the Required Web-Conferencing Licenses](#), page 4-12
- [About Web Floater Ports](#), page 4-12
- [About Web Overbook Ports](#), page 4-12
- [Required Configuration for Reserving Web Ports](#)

**Related Topics**

- [About Voice Ports, page 4-9](#)
- [Recommended Port Configurations, page 4-14](#)

## About the Required Web-Conferencing Licenses

The number of web ports on a Cisco Unified MeetingPlace Express system is equal to the number of installed web-conferencing licenses, up to 120 web ports. The number of web ports is also the maximum possible number of simultaneous web connections to the full web meeting room.

For more information about licenses, see the [“About Licenses” section on page 13-8](#).

**Related Topics**

- [About Licenses, page 13-8](#)
- [About Web Ports, page 4-11](#)

## About Web Floater Ports

Web floater ports are web ports that cannot be reserved while scheduling meetings. Instead, floater ports are for unexpected port needs, for example:

- Joining a full web meeting with more participants than reserved ports.
- Starting or joining a reservationless meeting.
- Starting or joining a web-only meeting that is initiated from a Cisco Unified Personal Communicator conversation.

When any of these events occur, *any* web ports that are not reserved or in use at that time can be used as web floater ports.

Configure the number of web floater ports in the [Web floater ports](#) field of the Meeting Configuration page. Remember that configuring web floater ports reduces the number of web ports that are available for scheduling meetings.

**Related Topics**

- [About Web Ports, page 4-11](#)
- [Recommended Port Configurations, page 4-14](#)
- [Configuring Meetings, page 4-14](#)
- [About This Page: Meeting Configuration, page B-121](#)

## About Web Overbook Ports

Web overbook ports enable users to schedule meetings even when there are no web ports available for scheduling.

If you configure web overbook ports, then you assume that users who are scheduled to attend meetings do not always attend, leaving their reserved web ports unused. Once all web ports are in use, then any more people who try to attend a full web meeting will not be able to join.

Configure the number of web overbook ports in the [Web overbook ports](#) field of the Meeting Configuration page. Remember that configuring web overbook ports increases the risk of users being unable to attend scheduled meetings.

**Related Topics**

- [About Web Ports, page 4-11](#)
- [Recommended Port Configurations, page 4-14](#)
- [Configuring Meetings, page 4-14](#)
- [About This Page: Meeting Configuration, page B-121](#)

**Required Configuration for Reserving Web Ports**

Table 4-8 lists the fields that you must configure before users can reserve web ports while scheduling meetings.

**Note**

- If you install fewer web-conferencing licenses than voice-conferencing licenses, then set the [Host web meetings with](#) field to Participant list only (no licenses required) for most users. This configuration helps to keep web ports available for the users who need the full web meeting room to share files or applications.
- If you want all or most users to be able to schedule full web meetings, then install an equal number of web-conferencing and voice-conferencing licenses.
- If you integrate Cisco Unified MeetingPlace Express with Cisco Unified Personal Communicator, then install enough web-conferencing licenses on Cisco Unified MeetingPlace Express to accommodate both of the following types of web meetings:
  - Web-only meetings that are initiated through Cisco Unified Personal Communicator.
  - Full web meetings that are initiated through Cisco Unified MeetingPlace Express.

**Table 4-8**      **Required Configuration for Reserving Voice Ports**

Administration Center Page	Field and Link to Description	Required Setting
Add User Group or Edit User Groups Details	<a href="#">Host web meetings with</a> (user group)	Full meeting room (licenses required) <sup>1</sup>
or Add User Profile or Edit User Profiles Details	<a href="#">Host web meetings with</a> (user profile)	

1. Changes to this field are applied to each user after the user next logs in to Cisco Unified MeetingPlace Express. Therefore, if a user is logged in when this field is modified, the previous setting applies until the user logs out and logs back in.

**Related Topics**

- [About Web Ports, page 4-11](#)
- [Modifying User Groups, page 6-5](#)
- [Modifying User Profiles, page 6-11](#)
- [Recommended Port Configurations, page 4-14](#)
- [About Licenses, page 13-8](#)
- [About Integration of Cisco Unified MeetingPlace Express with Cisco Unified Personal Communicator, page A-1](#)

## Recommended Port Configurations

Table 4-9 shows the port configuration settings which maximize the port utilization and capacity of the system, depending on how much traffic is used for reservationless meetings. These recommendations apply to both voice ports and web ports.

Table 4-9 uses the following values:

- R = percent of traffic used for reservationless meetings and Cisco Unified Personal Communicator web meetings.
- N = total number of voice or web ports including capacity assurance (CAP).
- 30% can be substituted for the standard operating percentage.

**Table 4-9**      **Recommended Port Configurations**

Reservationless Traffic	Overbook Ports	Floater Ports
R < 50%	$N \times 30\%$	$N \times 30\%$
R $\geq$ 50%	$N \times 15\%$	$N \times (R + 25\%)$
R = 100%	N	N

### Tips

- Make sure that the total number of scheduling ports available (including overbook ports) is greater than or equal to the largest meeting size you expect users to schedule.
- These guidelines are good defaults for a new system. If your system is already configured with settings that work well for your user base, then keep the existing settings.

### Related Topics

- [About This Page: Meeting Configuration, page B-121](#)
- [About Voice Ports, page 4-9](#)
- [About Web Ports, page 4-11](#)
- [About Integration of Cisco Unified MeetingPlace Express with Cisco Unified Personal Communicator, page A-1](#)

## Configuring Meetings

This topic describes how to configure system-wide meeting parameters in Cisco Unified MeetingPlace Express.

### Before You Begin

- If you plan to enable and configure reservationless meetings, read the [“About Reservationless Meetings”](#) section on page 4-6.
- Read the [“Recommended Port Configurations”](#) section on page 4-14.

### Procedure

- 
- Step 1** Log in to Cisco Unified MeetingPlace Express.
- Step 2** At the top of the page, click **Administration**.
- Step 3** On the left side of the page:
- Click **System Configuration**.
  - Click **Meeting Configuration**.
- Step 4** In the Meeting Configuration page, enter or change the values in the fields, which are described in the [“About This Page: Meeting Configuration” section on page B-121](#).
- Step 5** Click **Save**.
- Step 6** If you enabled and configured reservationless meetings on the Meeting Configuration page, then you also need to enable and configure reservationless meetings in the user groups or user profiles. See the [“About Reservationless Meetings” section on page 4-6](#).
- Step 7** If you want to enable users to schedule zero-port voice meetings, then you need to configure their user groups or user profiles. See the [“About Zero-Port Voice Meetings” section on page 4-3](#).
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### Related Topics

- [About Scheduled Meetings, page 4-1](#)
- [Modifying User Groups, page 6-5](#)
- [Modifying User Profiles, page 6-11](#)

## About Direct Meeting Dial-In

Cisco Unified MeetingPlace Express enables the configuration of dialing groups, each of which map a phone number to a specific meeting ID. When a caller dials one of these phone numbers, the system places the caller directly into the voice meeting for that meeting ID. If the meeting does not exist, then the caller is prompted to enter a meeting ID.

Direct meeting dial-in is especially useful for:

- Crisis-management meetings—Skipping the voice prompt for a meeting ID is especially useful for time-critical situations. Also, when you configure direct meeting dial-in to a continuous meeting, users can easily meet at any time using the same direct phone number.
- An executive’s dedicated meeting number—Remembering one phone number (and no meeting ID) can simplify hosting meetings on a tight schedule. You can configure direct meeting dial-in to a continuous meeting, just as you would for crisis-management meetings. However, if the user typically holds reservationless meetings, then you can configure direct meeting dial-in to the user’s phone profile number, which becomes the meeting ID for this user’s reservationless meetings.

### Related Topics

- [Configuring Direct Meeting Dial-In, page 4-16](#)
- [About This Page: Dial Configuration, page B-53](#)
- [About This Page: Dial Configuration Details, page B-55](#)

## Configuring Direct Meeting Dial-In

This topic describes how to configure a phone number to directly connect callers to a specific meeting ID. You can create up to twelve such dialing groups.

### Prerequisites

Before callers can successfully use a direct meeting dial-in number, you need to configure your call-control device to route calls to that phone number to Cisco Unified MeetingPlace Express. For example, if using Cisco Unified CallManager, then you need to add the direct meeting dial-in number as a route pattern to the Cisco Unified CallManager configuration database.

### Restrictions

Dialing groups cannot be deleted, but they can be modified.

### Procedure

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- |               |   |
|---------------|---|
| <b>Step 1</b> | Log in to Cisco Unified MeetingPlace Express.   |
| <b>Step 2</b> | Click <b>Administration</b> at the top of the page.   |
| <b>Step 3</b> | On the left side of the page: <ul style="list-style-type: none"><li>a. Click <b>System Configuration</b>.</li><li>b. Click <b>Call Configuration</b>.</li><li>c. Click <b>Dial Configuration</b>.</li></ul> |
| <b>Step 4</b> | In the Dial Configuration page, click <b>Edit</b> on one of the twelve Direct Meeting Dial-in table rows. Choose an empty row or a direct meeting dial-in phone number that you know is now obsolete.       |
| <b>Step 5</b> | In the Dial Configuration Details page, enter the phone number and the meeting ID that you want the phone number to access directly.  |
| <b>Step 6</b> | Click <b>Save</b> .   |
- 

### Related Topics

- [About Direct Meeting Dial-In, page 4-15](#)
- [About This Page: Dial Configuration, page B-53](#)
- [About This Page: Dial Configuration Details, page B-55](#)
- [Configuring Call-Control Integration for Cisco Unified MeetingPlace Express, page 5-1](#)

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

This topic describes how to display meeting times using either a 12-hour clock or a 24-hour clock.

### Procedure

- 
- |               |   |
|---------------|---|
| <b>Step 1</b> | Log in to Cisco Unified MeetingPlace Express.         |
| <b>Step 2</b> | At the top of the page, click <b>Administration</b> . |



- Step 3** On the left side of the page:
- Click **System Configuration**.
  - Click **Usage Configuration**.
- Step 4** In the [24 hour time](#) field, perform one of the following actions:
- Select No to display meeting times by a 12-hour clock.
  - Select Yes to display meeting times by a 24-hour clock.
- Step 5** Click **Save**.
- 

#### Related Topics

- [About This Page: Usage Configuration, page B-188](#)
- [About Scheduled Meetings, page 4-1](#)
- [Configuring Meetings, page 4-14](#)

## About the Audio Mixer

Cisco Unified MeetingPlace Express includes a software-based audio-conferencing mixer, which combines multiple audio input streams (calls to a meeting) into a single audio stream that is heard by the voice meeting participants. The following sections further describe the mixer:

- [Mixed Audio Characteristics, page 4-17](#)
- [Jitter Buffer Component, page 4-17](#)
- [Voice Activity Detection Support, page 4-18](#)

## Mixed Audio Characteristics

For each voice meeting, the mixer adds only the three loudest call channels (or callers) to the mixed audio. Therefore, callers cannot be heard in the meeting except when they are one of the three loudest callers. Of these three callers, the mixer makes the loudest one more audible than the other two in the mixed audio.

#### Related Topics

- [About the Audio Mixer, page 4-17](#)

## Jitter Buffer Component

When audio data is sent across the network, packets can be delayed. At the sending side, Real-Time Transport Protocol (RTP) packets are sent in a continuous stream with the packets spaced evenly apart. Due to network congestion, improper queuing, or configuration errors, the delay between each packet can vary instead of remaining constant. The variation in the delay of received packets is called jitter.

To minimize the effects of jitter, the audio mixer performs the following functions:

- Places incoming RTP packets into a jitter buffer, which contains a series of slots. The size of the buffer, or the number of slots in the buffer, is determined by the [Maximum jitter buffer \(milliseconds\)](#) field configuration. See the “[Configuring Audio Parameters](#)” section on page 4-19.
- Arranges the RTP packets in the correct order by doing the following:
  - Reading the sequence number in each packet.
  - Inserting each packet into a buffer slot that is determined by the packet’s sequence number and the sequence numbers of the packets already in the buffer.
- In 20 ms intervals, plays out each RTP packet in the correct sequence order.
  - If an RTP packet is missing from a buffer slot that is about to be played, the mixer inserts a packet loss concealment (PLC) packet in place of the missing packet. PLC prevents the listener from hearing clicks and pops caused by missing RTP packets.
  - If a missing RTP packet arrives after its slot has been played, then the packet is discarded.

#### Related Topics

- [About the Audio Mixer, page 4-17](#)
- [Configuring Audio Parameters, page 4-19](#)
- [Running a Report about the Audio Mixer, page 8-15](#)
- [About This Page: Audio Mixer Statistics Reports, page B-30](#)

## Voice Activity Detection Support

The mixer supports bandwidth-saving voice activity detection (VAD). With VAD, RTP packets are sent only when the audio reaches a certain level, such as when a caller talks. When the caller stops talking, a Silence Insertion Descriptor (SID) packet is sent to notify the receiver that a subsequent gap in RTP packets is caused by silence on the call, as opposed to serious network delay. If the last packet in a stream of RTP packets is a SID, then the receiver knows not to count the subsequent gap as jitter and to locally generate and play comfort noise to fill the gap.

#### Related Topics

- [About the Audio Mixer, page 4-17](#)
- [Configuring Audio Parameters, page 4-19](#)
- [Running a Report about the Audio Mixer, page 8-15](#)
- [About This Page: Audio Parameters, page B-36](#)
- [About This Page: Audio Mixer Statistics Reports, page B-30](#)

## Configuring Audio Parameters

This topic describes how to configure parameters that affect the sound quality that end users experience during meetings.

### Procedure

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|---------------|---|
| <b>Step 1</b> | Log in to Cisco Unified MeetingPlace Express.   |
| <b>Step 2</b> | Click <b>Administration</b> at the top of the page.   |
| <b>Step 3</b> | On the left side of the page: <ul style="list-style-type: none"><li>a. Click <b>System Configuration</b>.</li><li>b. Click <b>Call Configuration</b>.</li><li>c. Click <b>Audio Parameters</b>.</li></ul> |
| <b>Step 4</b> | Configure the fields, which are described in the <a href="#">“About This Page: Audio Parameters”</a> section on <a href="#">page B-36</a> .   |
| <b>Step 5</b> | Click <b>Save</b> .   |
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### Related Topics

- [About the Audio Mixer, page 4-17](#)
- [About This Page: Audio Parameters, page B-36](#)
- [Running a Report about the Audio Mixer, page 8-15](#)

