



Administration Center Page References for Cisco Unified MeetingPlace Express

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

These topics describe the fields and options on the pages of the Cisco Unified MeetingPlace Express Administration Center, presented in alphabetical order by page title.

In the Cisco Unified MeetingPlace Express Administration Center, the title of each page appears in the blue bar beneath the “Cisco Unified MeetingPlace Express System Administration Center” banner.

See the following topics:

- [About This Page: Add Logo, page B-3](#)
- [About This Page: Add SNMP Community String, page B-5](#)
- [About This Page: Add SNMP Notification Destination, page B-7](#)
- [About This Page: Add User Group, page B-9](#)
- [About This Page: Add User Profile, page B-16](#)
- [About This Page: Alarms, page B-28](#)
- [About This Page: Audio Mixer Statistics Reports, page B-30](#)
- [About This Page: Audio Parameters, page B-36](#)
- [About This Page: Billing Report, page B-38](#)
- [About This Page: Call Configuration, page B-43](#)
- [About This Page: Certificate Management, page B-43](#)
- [About This Page: Configure Backup, page B-43](#)
- [About This Page: Custom Prompts, page B-46](#)
- [About This Page: Customize Interface, page B-48](#)
- [About This Page: Customize Schedule Meeting Page, page B-48](#)
- [About This Page: Customize the Edit Profile Page, page B-50](#)
- [About This Page: Dial Configuration, page B-53](#)
- [About This Page: Dial Configuration Details, page B-55](#)
- [About This Page: Disable SSL, page B-56](#)
- [About This Page: Disk Usage Report, page B-58](#)
- [About This Page: Display Certificate, page B-61](#)

- [About This Page: Download a Language Property File, page B-62](#)
- [About This Page: Download Certificate, page B-64](#)
- [About This Page: Download Certificate Signing Request, page B-65](#)
- [About This Page: Edit Language Property File, page B-66](#)
- [About This Page: Edit Master Template \(Advanced\), page B-68](#)
- [About This Page: Edit Master Template \(Basic\), page B-71](#)
- [About This Page: Edit SNMP Community String, page B-74](#)
- [About This Page: Edit SNMP Notification Destination, page B-76](#)
- [About This Page: Edit User Groups Details, page B-78](#)
- [About This Page: Edit User Profiles Details, page B-79](#)
- [About This Page: E-Mail Blast, page B-80](#)
- [About This Page: E-Mail Notification Queue Status Report, page B-82](#)
- [About This Page: E-Mail Notification Template Configuration, page B-84](#)
- [About This Page: E-Mail Service Administration, page B-84](#)
- [About This Page: Enable SSL for the End-User Interface, Administration Center, and Web Conferencing, page B-84](#)
- [About This Page: Export Data, page B-87](#)
- [About This Page: File Cleanup, page B-87](#)
- [About This Page: Generate Certificate Signing Requests \(CSRs\), page B-89](#)
- [About This Page: Group Information, page B-90](#)
- [About This Page: H.323 Configuration, page B-100](#)
- [About This Page: Import Cisco Conference Connection Meetings, page B-103](#)
- [About This Page: Import Group Profiles, page B-105](#)
- [About This Page: Import, page B-107](#)
- [About This Page: Import Meetings, page B-107](#)
- [About This Page: Import User Profiles, page B-109](#)
- [About This Page: In-Session Monitoring, page B-111](#)
- [About This Page: Install Licenses, page B-113](#)
- [About This Page: Licenses Summary, page B-115](#)
- [About This Page: Logs, page B-117](#)
- [About This Page: Maintenance, page B-117](#)
- [About This Page: Manage Licenses, page B-118](#)
- [About This Page: Meeting Cancellation Report, page B-118](#)
- [About This Page: Meeting Configuration, page B-121](#)
- [About This Page: Meeting Information, page B-126](#)
- [About This Page: Meeting Participant Join Leave Information, page B-136](#)
- [About This Page: Meeting Participants Report, page B-139](#)
- [About This Page: Outgoing Calls Information, page B-142](#)

- [About This Page: Port Utilization Report, page B-144](#)
- [About This Page: Profile Information, page B-146](#)
- [About This Page: Reports, page B-162](#)
- [About This Page: Scheduling Failures Information, page B-163](#)
- [About This Page: Services, page B-166](#)
- [About This Page: SIP Configuration, page B-167](#)
- [About This Page: SMTP Server Configuration, page B-170](#)
- [About This Page: SNMP Community Strings, page B-172](#)
- [About This Page: SNMP Configuration, page B-174](#)
- [About This Page: SNMP Notification Destinations, page B-174](#)
- [About This Page: System Configuration, page B-176](#)
- [About This Page: System Information Capture, page B-176](#)
- [About This Page: System Logs, page B-178](#)
- [About This Page: System Status, page B-180](#)
- [About This Page: System Status Details, page B-181](#)
- [About This Page: Templates Default Format and Language, page B-184](#)
- [About This Page: Upload a Language Property File, page B-186](#)
- [About This Page: Usage Configuration, page B-188](#)
- [About This Page: User Configuration, page B-196](#)
- [About This Page: User Group Management, page B-196](#)
- [About This Page: User Profile Management, page B-198](#)
- [About This Page: View Backup Logs, page B-201](#)
- [About This Page: View Locked Profiles, page B-202](#)
- [About This Page: View System Information Capture, page B-204](#)
- [About This Page: View System Logs, page B-206](#)

About This Page: Add Logo

This page is used to add or delete a custom logo on the end-user web interface. See the following topics:

- [Fields on the Add Logo Page, page B-4](#)
- [Buttons on the Add Logo Page, page B-4](#)
- [Finding the Add Logo Page, page B-4](#)
- [Tasks Using the Add Logo Page, page B-5](#)



Tip

If you linked to this section from a procedure and want to return to that procedure, click the Back button on your web browser. You can also find a link to the procedure in the “[Tasks Using the Add Logo Page](#)” section on page B-5.

Fields on the Add Logo Page

Table B-1 Add Logo Page Field

| Field | Description | Values |
|--------------------|--|---|
| Filename to upload | The name of the file that contains the logo to upload. | To locate the file, click Browse . |

Related Topics

- [About This Page: Add Logo, page B-3](#)

Buttons on the Add Logo Page

Table B-2 Add Logo Page Buttons

| Button | Action |
|------------------------------|---|
| Upload File | Uploads the file and displays the logo on the top of each page. Note that this button only appears if you have not uploaded a logo. |
| Preview in a separate window | Displays a new window that shows how the End-User Interface will look with the uploaded logo. Note that this button only appears if you have successfully uploaded a logo. |
| Save | Adds the uploaded logo to the top of each page in the End-User Interface. Note that this button only appears if you have successfully uploaded a logo. |
| Cancel | Exits the page without making any changes. |
| Delete | Removes the uploaded logo from the top of each page in the End-User Interface. Note that this button only appears if you have successfully uploaded a logo. |

Related Topics

- [About This Page: Add Logo, page B-3](#)

Finding the Add Logo Page

-
- 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 **Customize Interface**.
 - Click **Add Logo**.
-

Related Topics

- [About This Page: Add Logo, page B-3](#)

Tasks Using the Add Logo Page

The Add Logo page is used to complete the following tasks:

- [Adding a Custom Graphic to the Cisco Unified MeetingPlace Express End-User Interface, page 11-1](#)
- [Deleting a Custom Graphic from the Cisco Unified MeetingPlace Express End-User Interface, page 11-2](#)

Related Topics

- [Customizing the End User's Schedule Meeting Page, page 11-3](#)
- [Customizing the End User's Edit Profile Page, page 11-4](#)
- [About This Page: Add Logo, page B-3](#)

About This Page: Add SNMP Community String

This page is used to add an SNMP community string to the Cisco Unified MeetingPlace Express database. See the following topics:

- [Fields on the Add SNMP Community String Page, page B-5](#)
- [Buttons on the Add SNMP Community String Page, page B-6](#)
- [Finding the Add SNMP Community String Page, page B-6](#)
- [Tasks Using the Add SNMP Community String Page, page B-7](#)

**Tip**

If you linked to this section from a procedure and want to return to that procedure, click the Back button on your web browser. You can also find a link to the procedure in the [“Tasks Using the Add SNMP Community String Page”](#) section on page B-7.

Fields on the Add SNMP Community String Page

Table B-3 Add SNMP Community String Page Fields

| Field | Description | Values |
|--|--|-------------------|
| Community string | The name of the SNMP community string that you are adding. | No spaces allowed |
| Accept SNMP packets from any host | Select this radio button to allow the SNMP community string to accept SNMP packets from any host. | — |
| Accept SNMP packets only from these hosts: | Select this radio button to allow the SNMP community string to accept SNMP packets only from hosts that you specify. | — |

Table B-3 Add SNMP Community String Page Fields (continued)

| Field | Description | Values |
|-------------------|--|---|
| Host IP address | If you choose the Accept SNMP packets only from these hosts: radio button, enter an IP address and click Insert to allow the SNMP community string to accept SNMP packets from this IP address. | Valid IP address |
| Host IP addresses | If you choose the Accept SNMP packets only from these hosts: radio button, this field lists all IP addresses from which this SNMP community string can accept SNMP packets. To remove an IP address from this list, highlight it and click Remove . | Valid IP addresses |
| Access privileges | The access privilege given to this SNMP community string. Access privileges provide security by restricting the ability to alter the Cisco Unified MeetingPlace Express system. | Read only Read write Read write notify Notify only None |

Related Topics

- [About This Page: Add SNMP Community String, page B-5](#)

Buttons on the Add SNMP Community String Page

Table B-4 Add SNMP Community String Page Buttons

| Button | Action |
|---------|--|
| Insert | Inserts a host IP address from which the SNMP community string can accept SNMP packets. |
| Remove | Removes a host IP address from the list of host IP addresses from which the SNMP community string can accept SNMP packets. |
| Add New | Adds a new SNMP community string. |
| Reset | Returns values to the previously saved settings. |
| Cancel | Exits the page without saving any changes. |

Related Topics

- [About This Page: Add SNMP Community String, page B-5](#)

Finding the Add SNMP Community String Page

-
- 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**.
- Step 4** Click **Add New**.
-

Related Topics

- [About This Page: Add SNMP Community String, page B-5](#)

Tasks Using the Add SNMP Community String Page

The Add SNMP Community String page is used to complete the following task:

- [Adding an SNMP Community String, page 13-3](#)

Related Topics

- [About SNMP, page 13-1](#)
- [About This Page: SNMP Community Strings, page B-172](#)
- [About This Page: Add SNMP Community String, page B-5](#)

About This Page: Add SNMP Notification Destination

This page is used to add an SNMP notification destination to the Cisco Unified MeetingPlace Express database. See the following topics:

- [Fields on the Add SNMP Notification Destination Page, page B-8](#)
- [Buttons on the Add SNMP Notification Destination Page, page B-8](#)
- [Finding the Add SNMP Notification Destination Page, page B-8](#)
- [Tasks Using the Add SNMP Notification Destination Page, page B-9](#)



Tip

If you linked to this section from a procedure and want to return to that procedure, click the Back button on your web browser. You can also find a link to the procedure in the [“Tasks Using the Add SNMP Notification Destination Page”](#) section on page B-9.

Fields on the Add SNMP Notification Destination Page

Table B-5 Add SNMP Notification Destination Page Fields

| Field | Description | Values |
|--------------------------|--|---|
| Destination IP addresses | The IP address for this notification destination. Select Add New from the drop-down list and the system automatically displays the Destination IP address and Port number fields. Note that each notification destination must have a unique IP address. | All IP addresses that have already been defined. |
| Destination IP address | The IP address for this notification destination. | A valid IP address |
| Port number | The port number for this IP address. | A valid port number |
| SNMP version | The SNMP version that this notification destination uses. | V1 V2C |
| Notification type | The notification type for this notification destination. Note that this field is dimmed if you selected SNMP version 1. SNMP version 1 only supports traps. | inform trap |
| Security level | The security level for this notification destination. Note that this field is dimmed. | — |
| Community string | The name of the SNMP community string associated with this notification destination. | A community string that has already been defined. |

Related Topics

- [About This Page: Add SNMP Notification Destination, page B-7](#)

Buttons on the Add SNMP Notification Destination Page

Table B-6 Add SNMP Notification Destination Page Buttons

| Button | Action |
|---------|---|
| Add New | Adds a new SNMP notification destination. Note that this button only appears if you are adding a notification destination. |
| Reset | Returns values to the previously saved settings. |
| Cancel | Exits the page without saving any changes. |

Related Topics

- [About This Page: Add SNMP Notification Destination, page B-7](#)

Finding the Add SNMP Notification Destination Page

-
- 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 **Notification Destinations**.

- Step 4** Click **Add New**.
-

Related Topics

- [About This Page: Add SNMP Notification Destination, page B-7](#)

Tasks Using the Add SNMP Notification Destination Page

The Add SNMP Notification Destination page is used to complete the following task:

- [Adding an SNMP Notification Destination, page 13-6](#)

Related Topics

- [About SNMP, page 13-1](#)
- [About This Page: SNMP Notification Destinations, page B-174](#)
- [About This Page: Add SNMP Notification Destination, page B-7](#)

About This Page: Add User Group

This page is used to define a new user group and add it to the Cisco Unified MeetingPlace Express database. See the following topics:

- [Fields on the Add User Group Page, page B-9](#)
- [Buttons on the Add User Group Page, page B-15](#)
- [Finding the Add User Group Page, page B-16](#)
- [Tasks Using the Add User Group Page, page B-16](#)

Fields on the Add User Group Page



Note

The Edit User Groups Details page uses the same fields as the Add User Group page.

Table B-9 describes the fields in the Add User Group page, which are grouped into the following sections:

- [Group Information, page B-10](#)
- [Group Defaults, page B-10](#)
- [Recording, page B-11](#)
- [Outdial Meeting Defaults, page B-11](#)

- [Meeting Preferences](#), page B-12
- [Restrictions](#), page B-13
- [Sending Notifications](#), page B-14
- [Receiving Notifications](#), page B-14
- [Attending Meetings](#), page B-15

**Tip**

If you linked to this section from a procedure and want to return to that procedure, then click the Back button on your web browser. You can also find a link to the procedure in the [“Tasks Using the Add User Group Page”](#) section on page B-16.

Table B-7 **Add User Group Page Fields**

| Field | Description | Value |
|--------------------------|---|--|
| Group Information | | |
| Name | Name by which you want to identify the user group. Recommendation: Use a name that describes the users in the group, such as “Marketing.” Restrictions: <ul style="list-style-type: none"> • Do not include spaces. Instead, use an underscore character (_), for example, “Field_Sales.” • Unicode is not supported. | 1 to 17 alphanumeric characters Default: System |
| Number | Number used to identify this user group. | 0 to 17 numeric characters (0 - 9) Default: 0 |
| Billing Code | Code used in billing reports. For more information, see the “About Billing Information” section on page 6-26. Recommendation: Follow existing conventions at your company, such as department codes. | 0 to 17 alphanumeric characters |
| Group active | Activity state of this user group. You can define user groups now, and make them active later (for example, after the users in the group complete training). Users cannot log in if their user group is inactive. See the “About the Active, Inactive, and Locked States of User Profiles” section on page 6-31. | No/Yes Default: Yes |
| Group Defaults | | |
| User ID of Delegate | Username of this user group’s delegate who is allowed to schedule, monitor, and reschedule Cisco Unified MeetingPlace Express meetings on behalf of the users in this group and manage their user profiles. For more information, see the “About Delegates” section on page 6-15. | 0 to 17 alphanumeric characters |

Table B-7 Add User Group Page Fields (continued)

| Field | Description | Value |
|---------------------------------|---|--|
| Region | Geographical region in which the user group typically conducts business. The setting in this field determines which options become available in the following Time zone field. | Choose from the options in the drop-down menu. Default: Other |
| Time zone | User group's time zone. Set the time zone for the geographical location in which the user group typically conducts business. The drop-down menu options depend on which Region is selected. The default value uses the server time zone that is configured during the installation process and that may be modified at any time through the CLI. Recommendations: <ul style="list-style-type: none"> Do not use the default setting, because the server time zone may be modified at any time by the system administrator. Such a change may cause time discrepancies between meetings that are scheduled before and after each server time change. See the “About Time Zones” section on page 6-24. | Choose from the options in the drop-down menu. Default: Local time of Cisco Unified MeetingPlace Express server |
| Language | Preferred language for this user group, used in Cisco Unified MeetingPlace Express voice prompts. Language preferences may vary for individual users in a group. You can select a language for each user in the individual user profile. Options are the languages that were previously installed and activated on the Cisco Unified MeetingPlace Express system. See the “About Languages” section on page 3-2. | Choose from the options in the drop-down menu. Default: English (US) |
| E-mail format | The format in which users in this group send and receive e-mail messages. | txt/html Default: html |
| Recording | | |
| Who can access | (Read Only) Ignore this field. The value configured in the Who can attend field determines who can listen to meetings recorded by users in this group. | — |
| Outdial Meeting Defaults | | |
| Can call out of meetings | Whether or not dial-out privileges are enabled for users in this group. To enable dial-out privileges and the Find Me feature, select Yes. For more information, see the following topics: <ul style="list-style-type: none"> About Dial-Out Features and Voice Prompt Languages, page 6-18 About the Find Me Feature, page 6-20. | No/Yes Default: No |
| Ask for profile password | Whether or not a dial-out participant must provide a profile password before being admitted into the voice meeting. See the “About Toll Fraud Prevention” section on page 9-6. | No/Yes Default: Yes |

Table B-7 Add User Group Page Fields (continued)

| Field | Description | Value |
|----------------------------|--|---|
| Meeting Preferences | | |
| Entry announcement | Announcement played when users in this group join meetings. | Beep only/ Beep+Name/ Silent Default: Beep+Name |
| Departure announcement | Announcement played when users in this group leave meetings. | Beep only/ Beep+Name/ Silent Default: Beep+Name |
| Skip pre-meeting options | Whether or not users in this group immediately join meetings after entering the meeting ID. When No is selected, the user hears a meeting ID confirmation and is asked to record a name before joining the meeting. When Yes is selected, the user immediately joins the meeting after entering the meeting ID. | No/Yes Default: No |
| Password required | Whether or not meetings scheduled by users in this group require a password. This field also applies to reservationless meetings. | No/Yes Default: No |
| Who can attend | Determines whether anyone or only profiled users may do the following: <ul style="list-style-type: none"> Attend meetings scheduled by users in this group. Listen to meetings recorded by users in this group. If you select Users with Cisco Unified MeetingPlace Express Profiles only, then only those who successfully authenticate to Cisco Unified MeetingPlace Express may attend the meetings. Restriction: This field is ignored for reservationless meetings, which anyone may attend. | Anyone/ Users with Cisco Unified MeetingPlace Express Profiles only Default: Anyone |
| Publish meeting | Whether or not to publicly display meetings that are scheduled by users in this group on the Find Meeting end-user page. While scheduling each meeting, users can override this setting and decide whether or not to publish the meetings, unless the end-user web interface is customized to hide this option. See the “About Customizing End-User Pages” section on page 11-1. Restriction: This field is ignored for reservationless meetings, which are always publicly listed after the first person joins the voice meeting. | No/Yes Default: No |

Table B-7 Add User Group Page Fields (continued)

| Field | Description | Value |
|---|---|--|
| Host web meetings with | <p>Whether or not web ports are reserved when users in this group set up meetings:</p> <ul style="list-style-type: none"> Full meeting room—Reserves web ports, if available. Participant list only—Does not reserve web ports. <p>Note that this field applies to both scheduled and reservationless meetings.</p> <p>Restriction: Changes to this field are applied to each user only when the user logs in to Cisco Unified MeetingPlace Express after the change has been made. 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.</p> <p>Recommendation: If you install fewer web-conferencing licenses than voice-conferencing licenses, then set this 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.</p> | <p>Full meeting room (licenses required)/ Participant list only (no licenses required)</p> <p>Default: Full meeting room (licenses required)</p> |
| Reserve voice licenses when setting up meetings | <p>Whether or not voice ports are reserved when users in this group set up meetings:</p> <ul style="list-style-type: none"> Yes—Reserves voice ports, if available. No—Does not reserve voice ports. <p>Note that this field applies to both scheduled and reservationless meetings.</p> <p>Restriction: Changes to this field are applied to each user only when the user logs in to Cisco Unified MeetingPlace Express after the change has been made. 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.</p> | <p>No/Yes</p> <p>Default: Yes</p> |
| Restrictions | | |
| Use reservationless | <p>Whether or not users in this group can set up and own reservationless meetings. This field displays (Yes) or hides (No) the Start Reservationless link in the web interface for users in this group.</p> <p>Restriction: This field is ignored if the Enable reservationless field is set to No. See the “About This Page: Meeting Configuration” section on page B-121.</p> | <p>No/Yes</p> <p>Default: Yes</p> |
| Maximum meeting length (minutes) | <p>Maximum length of a meeting, in minutes. Users in this group cannot schedule meetings longer than this amount.</p> <p>Restriction: This number cannot exceed the value entered in the Maximum meeting length (minutes) field. See the “About This Page: Meeting Configuration” section on page B-121.</p> | <p>Range: 2 to 1440¹</p> <p>Default: 240</p> |

Table B-7 Add User Group Page Fields (continued)

| Field | Description | Value |
|--------------------------------|---|--|
| Sending Notifications | | |
| Enable for meeting | Whether or not e-mail notifications are sent when users in this group schedule meetings. Restriction: Notifications are never sent for reservationless meetings. Recommendation: Use a consistent setting across your user base. Also, avoid changing this setting once Cisco Unified MeetingPlace Express is already in use, because users might already expect and rely on the current e-mail notification behavior. | No/Yes Default: Yes |
| Priority | Priority given to e-mail notifications sent when users in this group schedule meetings. | Low/Normal/Urgent Default: Normal |
| Send if meeting changes | Whether or not e-mail notifications are sent when the following meeting parameters change: <ul style="list-style-type: none"> • Date or time • Password • Meeting ID • List of invitees Recommendation: Use a consistent setting across your user base. Also, avoid changing this setting once Cisco Unified MeetingPlace Express is already in use, because users might already expect and rely on the current e-mail notification behavior. | No/Yes Default: No |
| Include participants list | Whether or not to include the names of meeting invitees in e-mail notifications sent when users in this group schedule meetings. | No/Yes Default: No |
| Include password | Whether or not meeting passwords (if any) are included in e-mail notifications sent when users in this group schedule meetings. Recommendation: Use a consistent setting across your user base. Also, avoid changing this setting once Cisco Unified MeetingPlace Express is already in use, because users might already expect and rely on the current e-mail notification behavior. | No/Yes Default: No |
| Receiving Notifications | | |
| Enable to receive | Whether or not users in this group receive e-mail notifications. Recommendation: Use a consistent setting across your user base. Also, avoid changing this setting once Cisco Unified MeetingPlace Express is already in use, because users might already expect and rely on the current e-mail notification behavior. | No/Yes Default: Yes |

Table B-7 Add User Group Page Fields (continued)

| Field | Description | Value |
|------------------------------------|---|---|
| Attending Meetings | | |
| Phone # for non-direct dial pagers | <p>Shared phone number for a non-direct-dial pager system.</p> <p>PIN numbers to access individual pagers are configured in the Pager # field in individual user profiles.</p> <p>Restrictions:</p> <ul style="list-style-type: none"> This field applies only to users whose individual user profiles are configured with a non-direct-dial pager PIN number in the Pager type field. Only the following characters are used to call the pager: 0-9, #, and *. All other characters are ignored by the system but generate INFO events in the system log. | 0 to 32 numeric characters ² |

1. The actual maximum value may be smaller than the stated range. See the restriction in the Description column for that field.
2. The required format for phone numbers is determined by the call-control device for your IP telephony network. Therefore, enter phone numbers in the same format used to dial similar numbers from a phone on the same IP telephony network as Cisco Unified MeetingPlace Express. For example, if calls within your company are made by dialing the last four digits of a phone number, then enter only the last four digits in Cisco Unified MeetingPlace Express for internal phone numbers. If, however, you want Cisco Unified MeetingPlace Express to call a phone in a different area code, then you may need to include a 9 and the complete telephone number including the area code.

Related Topics

- [About This Page: Add User Group, page B-9](#)

Buttons on the Add User Group Page

**Note**

The Edit User Groups Details page uses the same fields as the Add User Group page.

Table B-8 Add User Group Page Buttons

| Button | Action |
|----------------|--|
| Save | Saves the settings. |
| Reset | Returns values to the previously saved settings. |
| Cancel | Exits the page without saving any changes. |
| Export to file | Exports values to a text file. |

Related Topics

- [About This Page: Add User Group, page B-9](#)

Finding the Add User Group Page

-
- 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 **User Configuration**.
 - Click **User Group Management**.
- Step 4** In the User Group Management page, click the **Add New** button.
-

Related Topics

- [About This Page: Add User Group, page B-9](#)

Tasks Using the Add User Group Page

The Add User Group page is used to complete the following tasks:

- [Adding User Groups, page 6-3](#)
- [Configuring Requirements for Meeting Passwords, page 9-3](#)
- [Restricting Access to Scheduled Meetings and Recordings, page 9-4](#)
- [Enabling Languages, page 3-4](#)

Related Topics

- [Importing User Groups, page 7-3](#)
- [About User Groups, page 6-1](#)
- [About User Profiles, page 6-7](#)
- [About This Page: User Group Management, page B-196](#)
- [About This Page: Add User Profile, page B-16](#)
- [About This Page: Add User Group, page B-9](#)

About This Page: Add User Profile

This page is used to define a new user profile and add it to the Cisco Unified MeetingPlace Express database. See the following topics:

- [Fields on the Add User Profile Page, page B-17](#)
- [Buttons on the Add User Profile Page, page B-27](#)
- [Finding the Add User Profile Page, page B-27](#)
- [Tasks Using the Add User Profile Page, page B-27](#)

Fields on the Add User Profile Page



Note

The Edit User Profiles Details page uses the same fields as the Add User Profile page.

Table B-9 describes the fields in the Add User Profile page, which are grouped into the following sections:

- [Identification, page B-17](#)
- [Recording, page B-23](#)
- [Outdial Meeting Defaults, page B-23](#)
- [Meeting Preferences, page B-24](#)
- [Restrictions, page B-25](#)
- [Sending Notifications, page B-26](#)
- [Receiving Notifications, page B-26](#)



Tip

If you linked to this section from a procedure and want to return to that procedure, then click the Back button on your web browser. You can also find a link to the procedure in the “[Tasks Using the Add User Profile Page](#)” section on page B-27.

Table B-9 Add User Profile Page Fields

| Field | Description | Value |
|-----------------------|---|--|
| Identification | | |
| First name | <p>User's first name. Used in meeting participant lists and reports.</p> <p>This field may contain spaces and the following characters:-.</p> <p>Restriction: This field cannot contain the following special characters: !@#%&*(+=[]\';,/{} \":<>?</p> <p>Recommendation: (Guest profile only) Keep the default value or choose a name that clearly indicates a guest meeting participant.</p> | <p>0 to 32 alphanumeric characters</p> <p>Default varies by profile:</p> <ul style="list-style-type: none"> • guest: Guest • admin: Administrator • all others: blank |
| Last name | <p>User's last name. Used in meeting participant lists and reports.</p> <p>This field may contain spaces and the following characters:-.</p> <p>Restriction: This field cannot contain the following special characters: !@#%&*(+=[]\';,/{} \":<>?</p> <p>Recommendation: (Guest profile only) Keep the default value or choose a name that clearly indicates a guest meeting participant.</p> | <p>1 to 32 alphanumeric characters</p> <p>Default varies by profile:</p> <ul style="list-style-type: none"> • guest: User • admin: Cisco Unified MeetingPlace Express • all others: blank |

Table B-9 Add User Profile Page Fields (continued)

| Field | Description | Value |
|-----------------------|--|---------------------------------|
| User ID | <p>Username used to log in to Cisco Unified MeetingPlace Express from a workstation.</p> <p>Note that the User ID and User password are used to log in to Cisco Unified MeetingPlace Express from a workstation. The Profile Number and Profile Password are used to authenticate to Cisco Unified MeetingPlace Express from a touch-tone phone.</p> <p>Restrictions:</p> <ul style="list-style-type: none"> This field cannot contain the following special characters: !@#%&*()+=-[]\';,./{} ":<>? Uppercase characters are automatically converted to lowercase characters. If this field is dimmed and marked with a padlock icon, then the user is authenticated by an external directory, and you cannot modify this field. See the “About the Methods of Adding User Profiles” section on page 6-8. This field is dimmed and cannot be modified in the preconfigured guest profile. | 1 to 32 alphanumeric characters |
| User password | <p>Password used to log in to Cisco Unified MeetingPlace Express from a workstation.</p> <p>Note that the User ID and User password are used to log in to Cisco Unified MeetingPlace Express from a workstation. The Profile Number and Profile Password are used to authenticate to Cisco Unified MeetingPlace Express from a touch-tone phone.</p> <p>Restrictions:</p> <ul style="list-style-type: none"> Unicode is not supported. If this field is dimmed and marked with a padlock icon, then the user is authenticated by an external directory, and you cannot modify this field. See the “About the Methods of Adding User Profiles” section on page 6-8. (Guest profile only) Leave this field blank in the preconfigured guest profile, because this guest profile field is inherited in all new user profiles. | 5 to 17 alphanumeric characters |
| User Password Confirm | <p>Re-enter the password to match the previous field.</p> <p>Restriction:</p> <ul style="list-style-type: none"> If this field is dimmed and marked with a padlock icon, then the user is authenticated by an external directory, and you cannot modify this field. See the “About the Methods of Adding User Profiles” section on page 6-8. (Guest profile only) Leave this field blank in the preconfigured guest profile, because this guest profile field is inherited in all new user profiles. | 5 to 17 alphanumeric characters |
| Last Changed | (Read Only) Date the User password was last changed. | — |

Table B-9 Add User Profile Page Fields (continued)

| Field | Description | Value |
|--------------------------|---|---------------------------------------|
| Profile Number | <p>Number that identifies this user profile. Used to authenticate to Cisco Unified MeetingPlace Express from a touch-tone phone.</p> <p>Recommendation: Use the phone extension or voice-mail number of the user.</p> <p>Note that the User ID and User password are used to log in to Cisco Unified MeetingPlace Express from a workstation. The Profile Number and Profile Password are used to authenticate to Cisco Unified MeetingPlace Express from a touch-tone phone.</p> <p>Restrictions:</p> <ul style="list-style-type: none"> • If reservationless meetings are enabled on the system, then you cannot configure a profile number that matches an existing meeting ID. Similarly, users will not be able to schedule a meeting whose meeting ID matches an existing profile number. For more information about reservationless meetings, see the “About Reservationless Meetings” section on page 4-6. • If this field is dimmed and marked with a padlock icon, then the user is authenticated by an external directory, and you cannot modify this field. See the “About the Methods of Adding User Profiles” section on page 6-8. • This field is dimmed and cannot be modified in the preconfigured guest profile. | 1 to 17 numeric characters (0 - 9) |
| Profile Password | <p>Password used to authenticate to Cisco Unified MeetingPlace Express from a touch-tone phone.</p> <p>Set this as a temporary default password. Users must change their profile password when they first connect to Cisco Unified MeetingPlace Express.</p> <p>Note that the User ID and User password are used to log in to Cisco Unified MeetingPlace Express from a workstation. The Profile Number and Profile Password are used to authenticate to Cisco Unified MeetingPlace Express from a touch-tone phone.</p> <p>Restrictions:</p> <ul style="list-style-type: none"> • If this field is dimmed and marked with a padlock icon, then the user is authenticated by an external directory, and you cannot modify this field. See the “About the Methods of Adding User Profiles” section on page 6-8. • This field is dimmed and cannot be modified in the preconfigured guest user profile. | 5 to 17 numeric characters (0 - 9) |
| Profile Password Confirm | <p>Re-enter the password to match the previous field.</p> <p>Restriction: If this field is dimmed and marked with a padlock icon, then the user is authenticated by an external directory, and you cannot modify this field. See the “About the Methods of Adding User Profiles” section on page 6-8.</p> | 5 to 17 numeric characters (0 - 9) |
| Last Changed | (Read Only) Date the Profile Password was last changed. | — |

Table B-9 Add User Profile Page Fields (continued)

| Field | Description | Value |
|----------------|--|---|
| User Active? | <p>Whether this profile is active, inactive, or locked.</p> <p>A user with an inactive user profile cannot log in to Cisco Unified MeetingPlace Express. The user may still attend meetings that are not restricted to profiled users. See the “About the Active, Inactive, and Locked States of User Profiles” section on page 6-31.</p> <p>Restriction: The preconfigured admin profile cannot be locked.</p> | <p>No/Yes/Locked/Group Default</p> <p>Default: Group Default</p> |
| Type of user | <p>Type of user, which determines user privileges. See the “About the Types of Users” section on page 6-14.</p> <p>Restriction: This field is dimmed and cannot be modified in the preconfigured guest (End User) and admin (System Mgr) profiles.</p> | <p>End User/ Delegate/ Attendant/ System Mgr</p> <p>Default: End User</p> |
| Group Name | <p>Name of user group, if any, to which this user profile belongs.</p> <p>The drop-down menu displays the preconfigured System user group and all defined user groups, if any.</p> | <p>System/<i>DefinedGroups</i></p> <p>Default: System</p> |
| E-mail address | <p>E-mail address used in e-mail notifications.</p> <p>Restriction: Must be in the following format:</p> <ol style="list-style-type: none"> 1. a-z, A-Z, 0-9 2. Optional: <ol style="list-style-type: none"> a. One of these characters: _.,- b. a-z, A-Z, 0-9 3. @ 4. a-z, A-Z, 0-9, - 5. . 6. a-z, A-Z, 0-9—Only 2-4 characters are allowed at the end <p>Recommendation: (Guest profile only) Leave this field blank in the preconfigured guest profile, because this guest profile field is inherited in all new user profiles.</p> <p>Examples:</p> <ul style="list-style-type: none"> • me.myself@example.com • someone@example.com | <p>0 to 128 alphanumeric characters</p> |
| E-mail Format | The format in which this user sends and receives e-mail messages. | <p>txt/html</p> <p>Default: html</p> |

Table B-9 Add User Profile Page Fields (continued)

| Field | Description | Value |
|-------------------|--|---|
| Main phone # | <p>User's primary phone number, used for dial-out features. See the “About Dial-Out Features and Voice Prompt Languages” section on page 6-18.</p> <p>Restrictions:</p> <ul style="list-style-type: none"> Only the following characters are allowed: (),-, and 0-9. (Guest profile only) Leave this field blank in the preconfigured guest profile, because this guest profile field is inherited in all new user profiles. | 0 to 32 numeric characters ¹ |
| Alternate phone # | <p>User's alternate phone number, used for dial-out features. See the “About Dial-Out Features and Voice Prompt Languages” section on page 6-18.</p> <p>Restrictions:</p> <ul style="list-style-type: none"> Only the following characters are allowed: (),-, and 0-9. (Guest profile only) Leave this field blank in the preconfigured guest profile, because this guest profile field is inherited in all new user profiles. | 0 to 32 numeric characters ¹ |
| Pager # | <p>User's pager number, used for dial-out features. The number you enter depends on the Pager type:</p> <ul style="list-style-type: none"> For a direct-dial pager, enter the phone number that directly reaches the pager. For a non-direct-dial pager, enter the PIN used to access the specific pager. The shared phone number that the system first calls to reach the pager system is configured in the Phone # for non-direct dial pagers field in the user group. <p>See the “How the Find Me Feature Works With Pagers” section on page 6-21.</p> <p>Restrictions:</p> <ul style="list-style-type: none"> Only the following characters are used to call the pager: 0-9, #, and *. All other characters are ignored by the system but generate INFO events in the system log. See the “Restrictions for Using the Find Me Feature With Pagers” section on page 6-22. (Guest profile only) Leave this field blank in the preconfigured guest profile, because this guest profile field is inherited in all new user profiles. | 0 to 32 numeric characters ¹ |

Table B-9 Add User Profile Page Fields (continued)

| Field | Description | Value |
|---------------------------------|---|---|
| Pager type | <p>Type of pager:</p> <ul style="list-style-type: none"> Direct-dial pager—Pager is reached directly by dialing a phone number. Non-direct-dial pager—Pager is reached by dialing a phone number <i>and</i> entering a PIN that specifically identifies the pager. The phone number of the pager system is configured in the Phone # for non-direct dial pagers field in the user group. | <p>Direct-dial pager/ Non-direct dial pager</p> <p>Default: Direct-dial pager</p> |
| Method of attending | <p>The method by which this user joins the following types of meetings:</p> <ul style="list-style-type: none"> Meetings that are scheduled by this user. Meetings to which this user is invited by profile. <p>Options:</p> <ul style="list-style-type: none"> Have user call in—User either calls into meetings or uses the Call Me dial-out feature from the web. Have system find user—Enables the Find Me dial-out feature for this user. <p>See the “About Dial-Out Features and Voice Prompt Languages” section on page 6-18.</p> | <p>Have user call in/ Have system find user</p> <p>Default: Have user call in</p> |
| Search order for “Find Me” | <p>The order in which the system attempts to call the user for the Find Me dial-out feature.</p> <p>See the “About the Find Me Feature” section on page 6-20.</p> | <p>Main phone/ Alternate phone/ Pager</p> <p>Defaults:</p> <ul style="list-style-type: none"> First: Main phone Second: Alternate phone Third: Pager |
| User Identification of Delegate | <p>Username of the delegate who is allowed to schedule, monitor, and reschedule Cisco Unified MeetingPlace Express meetings on behalf of this user and manage the user profile. For more information, see the “About Delegates” section on page 6-15.</p> <p>Restriction: This field cannot contain the following special characters: !@#\$%^&*()+=-[]\';,/{} ":<>?</p> | <p>1 to 30 alphanumeric characters</p> <p>Default: Group Default</p> |
| Region | <p>Geographical region in which this user typically conducts business.</p> <p>The setting in this field determines which options become available in the Time zone field.</p> | <p>Choose from the options in the drop-down menu.</p> <p>Default: Other</p> |

Table B-9 Add User Profile Page Fields (continued)

| Field | Description | Value |
|---------------------------------|---|--|
| Time zone | <p>User's time zone. Set the time zone for the geographical location in which the user typically conducts business.</p> <p>The drop-down menu options depend on which Region is selected.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> Do not use the setting called "Local time of Cisco Unified MeetingPlace Express server," because the server time may be changed by the system administrator. Such a change may cause time discrepancies between meetings that are scheduled before and after each server time change. See the "About Time Zones" section on page 6-24. | <p>Group Default or choose from the options in the drop-down menu.</p> <p>Default: Group Default</p> |
| Language | <p>User's preferred language. See the "About Language Preferences" section on page 6-25.</p> <p>Options are the languages that were previously installed and activated on the Cisco Unified MeetingPlace Express system. See the "About Languages" section on page 3-2.</p> | <p>Choose from the options in the drop-down menu.</p> <p>Default: Group Default</p> |
| Billing Code | <p>Code used in billing reports. For more information, see the "About Billing Information" section on page 6-26.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> Follow existing conventions at your company, such as department codes. (Guest profile only) Leave this field blank in the preconfigured guest profile, because this guest profile field is inherited in all new user profiles. | <p>0 to 17 alphanumeric characters</p> <p>Default: Group Default</p> |
| Recording | | |
| Who can access | <p>(Read Only) Ignore this field.</p> <p>The value configured in the Who can attend field determines who can listen to meetings recorded by this user.</p> | — |
| Outdial Meeting Defaults | | |
| Can call out of meetings? | <p>Whether or not dial-out privileges are enabled for this user.</p> <p>To enable dial-out privileges and the Find Me feature, select Yes.</p> <p>For more information, see the following topics:</p> <ul style="list-style-type: none"> About Dial-Out Features and Voice Prompt Languages, page 6-18 About the Find Me Feature, page 6-20. | <p>No/Yes</p> <p>Default: No</p> |
| Ask for profile password? | <p>Whether or not a dialed-out participant must provide a profile password before being admitted into the meeting.</p> <p>For more information, see the "About Dial-Out Features and Voice Prompt Languages" section on page 6-18.</p> | <p>No/Yes/Group Default</p> <p>Default: Group Default</p> |

Table B-9 Add User Profile Page Fields (continued)

| Field | Description | Value |
|----------------------------|--|--|
| Meeting Preferences | | |
| Entry announcement | Announcement played when this user joins meetings. | Beep only/ Beep+Name/ Silent/ Group Default Default: Group Default |
| Departure announcement | Announcement played when this user leaves meetings. | Beep only/ Beep+Name/ Silent/ Group Default Default: Group Default |
| Skip pre-meeting option? | Whether or not this user immediately joins meetings after entering the meeting ID. When No is selected, the user hears a meeting ID confirmation and is asked to record a name before joining the meeting. When Yes is selected, the user immediately joins the meeting after entering the meeting ID. | No/Yes/Group Default Default: Group Default |
| Password required | Whether or not meetings scheduled by this user require a password. This field also applies to reservationless meetings. Restriction: This field is ignored if the Minimum meeting password length field in the Meeting Configuration page is set to 0. | No/Yes/Group Default Default: Group Default |
| Who can attend | Determines whether anyone or only profiled users may do the following: <ul style="list-style-type: none"> Attend meetings scheduled by this user. Listen to meetings recorded by this user. If you select Users with Cisco Unified MeetingPlace Express Profiles only, then only those who successfully authenticate to Cisco Unified MeetingPlace Express may attend the meetings. Restriction: This field is ignored for reservationless meetings, which anyone may attend. | Anyone/ Users with Cisco Unified MeetingPlace Express profiles only/ Group Default |
| Publish meeting | Whether or not to publicly display meetings that are scheduled by this user on the Find Meeting end-user page. While scheduling each meeting, the user can override this setting and decide whether or not to publish the meetings, unless the end-user web interface is customized to hide this option. See the “About Customizing End-User Pages” section on page 11-1 . Restriction: This field is ignored for reservationless meetings, which are always publicly listed after the first person joins the voice meeting. | No/Yes/Group Default Default: Group Default |

Table B-9 Add User Profile Page Fields (continued)

| Field | Description | Value |
|---|---|---|
| Host web meetings with | <p>Whether or not web ports are reserved when users in this group set up meetings:</p> <ul style="list-style-type: none"> Full meeting room—Reserves web ports, if available. Participant list only—Does not reserve web ports. <p>Note that this field applies to both scheduled and reservationless meetings.</p> <p>Restriction: Changes to this field are applied to each user only when the user logs in to Cisco Unified MeetingPlace Express after the change has been made. 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.</p> <p>Recommendation: If you install fewer web-conferencing licenses than voice-conferencing licenses, then set this 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.</p> | <p>Full meeting room (licenses required)/ Participant list only (no licenses required)/ Group Default</p> <p>Default: Group Default</p> |
| Reserve voice licenses when setting up meetings | <p>Whether or not voice ports are reserved when users in this group set up meetings:</p> <ul style="list-style-type: none"> Yes—Reserves voice ports, if available. No—Does not reserve voice ports. <p>Note that this field applies to both scheduled and reservationless meetings.</p> <p>Restriction: Changes to this field are applied to each user only when the user next logs in to Cisco Unified MeetingPlace Express after the change has been made. 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.</p> | <p>No/Yes/Group Default</p> <p>Default: Group Default</p> |
| Restrictions | | |
| Use reservationless | <p>Whether or not this user can own reservationless meetings. This field displays (Yes) or hides (No) the Start Reservationless link in the web interface for this end user.</p> <p>Restriction: This field is ignored if the Enable reservationless field is set to No. See the “About This Page: Meeting Configuration” section on page B-121.</p> | <p>No/Yes/Group Default</p> <p>Default: Group Default</p> |
| Maximum meeting length (minutes) | <p>Maximum length of a meeting, in minutes. This user cannot schedule meetings longer than this amount.</p> <p>Restriction: This number cannot exceed the value entered in the Maximum meeting length (minutes) field. See the “About This Page: Meeting Configuration” section on page B-121.</p> | <p>Range: 2 to 1440</p> <p>Default: Group Default</p> |

Table B-9 Add User Profile Page Fields (continued)

| Field | Description | Value |
|--------------------------------|---|---|
| Sending Notifications | | |
| Enabled for this meeting | Whether or not notifications are sent when this user schedules meetings. For reservationless meetings, notifications are not sent. | No/Yes/Group Default Default: Group Default |
| Priority | Priority given to e-mail notifications sent when this user schedules meetings. | Low/Normal/Urgent/ Group Default Default: Group Default |
| Send if meeting changes | Whether or not e-mail notifications are sent when the following meeting parameters change: <ul style="list-style-type: none"> • Date or time • Password • Meeting ID • List of invitees Recommendation: Use a consistent setting across your user base. Also, avoid changing this setting once Cisco Unified MeetingPlace Express is already in use, because users might already expect and rely on the current e-mail notification behavior. | No/Yes/Group Default Default: Group Default |
| Include participant list | Whether or not to include the names of meeting invitees in e-mail notifications sent when this user schedules meetings. | No/Yes/Group Default Default: Group Default |
| Include password | Whether or not the meeting password (if any) is included in e-mail notifications sent when this user schedules a meeting. | No/Yes/Group Default Default: Group Default |
| Receiving Notifications | | |
| Enable for receive | Whether or not this user receives e-mail notifications. | No/Yes/Group Default Default: Group Default |

1. The required format for phone numbers is determined by the call-control device for your IP telephony network. Therefore, enter phone numbers in the same format used to dial similar numbers from a phone on the same IP telephony network as Cisco Unified MeetingPlace Express. For example, if calls within your company are made by dialing the last four digits of a phone number, then enter only the last four digits in Cisco Unified MeetingPlace Express for internal phone numbers. If, however, you want Cisco Unified MeetingPlace Express to call a phone in a different area code, then you may need to include a 9 and the complete telephone number including the area code.

Related Topics

- [About This Page: Add User Profile, page B-16](#)

Buttons on the Add User Profile Page

**Note**

The Edit User Profiles Details page uses the same buttons as the Add User Profile page.

Table B-10 *Add User Profile Page Buttons*

| Button | Action |
|----------------|--|
| Save | Saves the settings. |
| Reset | Returns values to the previously saved settings. |
| Cancel | Exits the page without saving any changes. |
| Export to file | Exports values to a text file. |

Related Topics

- [About This Page: Add User Profile, page B-16](#)

Finding the Add User Profile Page

-
- 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 **User Configuration**.
 - Click **User Profile Management**.
- Step 4** Click the **Add New** button.
-

Related Topics

- [About This Page: Add User Profile, page B-16](#)

Tasks Using the Add User Profile Page

The Add User Profile page is used to complete the following tasks:

- [Adding User Profiles Manually, page 6-9](#)
- [Configuring Requirements for Meeting Passwords, page 9-3](#)
- [Restricting Access to Scheduled Meetings and Recordings, page 9-4](#)
- [Enabling Languages, page 3-4](#)

Related Topics

- [Importing User Profiles, page 7-6](#)
- [About the Guest Profile and Guest Users, page 6-28](#)

- [About User Profiles, page 6-7](#)
- [About User Groups, page 6-1](#)
- [About This Page: Add User Group, page B-9](#)
- [About This Page: User Profile Management, page B-198](#)
- [About This Page: Add User Profile, page B-16](#)

About This Page: Alarms

This page is used to display, delete, and export alarms in the Cisco Unified MeetingPlace Express system. See the following topics:

- [Fields on the Alarms Page, page B-28](#)
- [Buttons and Links on the Alarms Page, page B-29](#)
- [Finding the Alarms Page, page B-29](#)
- [Tasks Using the Alarms Page, page B-29](#)



Tip

If you linked to this section from a procedure and want to return to that procedure, click the Back button on your web browser. You can also find a link to the procedure in the “[Tasks Using the Alarms Page](#)” section on page B-29.

Fields on the Alarms Page

Table B-11 *Alarms Page Fields*

| Field | Description |
|-----------------|---|
| Severity | Magnitude of the alarm. Can be major or minor. |
| Code | A number associated with this alarm. |
| Count | The number of times that the error occurred that triggered the alarm. |
| First Time | The first time that the error occurred that triggered the alarm. |
| Last Time | The most recent time that the error occurred that triggered the alarm. |
| Unit | This is always set to 0. |
| Software Module | The specific Cisco Unified MeetingPlace Express software module. Used for software faults only. |

Related Topics

- [About This Page: Alarms, page B-28](#)

Buttons and Links on the Alarms Page

Table B-12 Alarms Page Buttons and Links

| Button | Action |
|-----------------------|---|
| Delete Selected | Deletes any checked alarms. Checkboxes are in the far left column. Note that this button only appears if your Cisco Unified MeetingPlace Express system has any alarms. |
| Delete All | Deletes all alarms. Note that this button only appears if your Cisco Unified MeetingPlace Express system has any alarms. |
| Export to File | Exports values to a text file. Note that this button only appears if your Cisco Unified MeetingPlace Express system has any alarms. |
| Cancel | Exits the page without saving any changes. |
| Left and Right Arrows | Goes to the first page, the previous page, the next page, or the last page of alarms. Note that this button only appears if your Cisco Unified MeetingPlace Express system has any alarms. |
| Go | Goes to the specified page number. Note that this button only appears if your Cisco Unified MeetingPlace Express system has any alarms. |

Related Topics

- [About This Page: Alarms, page B-28](#)

Finding the Alarms Page

-
- 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 **Services**.
 - b. Click **Alarms**.
-

Related Topics

- [About This Page: Alarms, page B-28](#)

Tasks Using the Alarms Page

The Alarms page is used to complete the following task:

- [Viewing, Deleting, and Exporting Alarms, page 14-6](#)

Related Topics

- [About Alarms, page 14-6](#)
- [About This Page: Alarms, page B-28](#)

About This Page: Audio Mixer Statistics Reports

This page is used to run reports that are useful for troubleshooting the software audio mixer in Cisco Unified MeetingPlace Express. See the following topics:

- [Fields on the Audio Mixer Statistics Reports Page, page B-30](#)
- [Buttons on the Audio Mixer Statistics Reports Page, page B-31](#)
- [Output Fields of the Audio Mixer Statistics Reports Page: Conference Statistics Report, page B-31](#)
- [Output Fields of the Audio Mixer Statistics Reports Page: Channel Statistics Report, page B-33](#)
- [Output Fields of the Audio Mixer Statistics Reports Page: Channel Status Report, page B-34](#)
- [Finding the Audio Mixer Statistics Reports Page, page B-35](#)
- [Tasks Using the Audio Mixer Statistics Reports Page, page B-35](#)

**Tip**

If you linked to this section from a procedure and want to return to that procedure, then click the Back button on your web browser. You can also find a link to the procedure in the [“Tasks Using the Audio Mixer Statistics Reports Page”](#) section on page B-35.

Fields on the Audio Mixer Statistics Reports Page

Table B-13 *Audio Mixer Statistics Reports Page Fields*

| Field | Description |
|------------------------------|---|
| Conference Statistics Report | Displays global statistics (historical data that applies to all voice meetings and all calls handled by the audio mixer since initialization) and conference statistics (information about voice meetings that are currently active). |
| Channel Statistics Report | Displays audio mixer statistics for each call that is currently active. |
| Channel Status Report | Displays audio mixer status information about each call that is currently active |

Related Topics

- [About This Page: Audio Mixer Statistics Reports, page B-30](#)

Buttons on the Audio Mixer Statistics Reports Page

Table B-14 Audio Mixer Statistics Reports Page Buttons

| Button | Action |
|---------------|------------------|
| Create Report | Runs the report. |
| Cancel | Exits the page. |

Related Topics

- [About This Page: Audio Mixer Statistics Reports, page B-30](#)

Output Fields of the Audio Mixer Statistics Reports Page: Conference Statistics Report

Table B-15 Conference Statistics Report Output Fields

| Field Name | Description |
|------------------------------|---|
| Global Statistics | |
| Start Time | Date and time the mixer was initialized (system boot time). |
| Elapsed Time | Number of hours, minutes, and seconds that the mixer has been active. |
| Active Conf | Number of currently active voice meetings. |
| Max Active Conf | Maximum number of voice meetings and breakout sessions that were active simultaneously since initialization. |
| Total Conf | Total number of voice meetings held since initialization. Also includes breakout sessions. |
| Active Chn | Number of channels (callers) currently connected to the audio mixer. |
| Join/Depart Conf | Total number of times that callers joined or left voice meetings and number of times that the system dialed out to an end user to join a meeting or ejected someone from a meeting since system initialization. |
| Max Conf Duration | Elapsed time of longest running voice meeting. |
| Total Rcv Pkt | Total number of RTP packets received by the audio mixer. |
| Total Xmt Pkt | Total number of RTP packets transmitted by the audio mixer. |
| Total Drop Pkt | Total number of incoming packets that were detected as missing. |
| Max Jitter | Maximum length of time, in milliseconds, that the RTP jitter buffer holds voice packets. |
| Conference Statistics | |
| System Active | Voice meeting server status. |
| Date and Time | Date and time that the report was last refreshed, which occurs automatically and frequently. |
| Conf ID | Unique number used by the local audio mixer to identify the voice meeting. This value is different from the meeting ID displayed to end users. |

Table B-15 *Conference Statistics Report Output Fields (continued)*

| Field Name | Description |
|------------------|---|
| Start Time | Date and time when the voice meeting began. |
| Elapsed | Amount of time that the voice meeting has been active. |
| Max Active Chn | Total number of active channels (callers) connected to the audio mixer since the voice meeting began. |
| Active Chn | Number of channels (callers) currently connected to the audio mixer for this meeting. |
| Join/Depart Conf | Total number of user-initiated joinings and departures (the number of times that callers joined or left voice meetings) and system-initiated joinings and departures (the number of times that the system dialed out to an end user to join a meeting or ejected someone from a meeting) since system initialization. |
| Pkts Recv | Total number of RTP packets received by the audio mixer for this meeting. |
| Pkts Xmt | Total number of RTP packets transmitted by the audio mixer for this meeting. |
| Bytes Recv | Amount of RTP data, in bytes, received by the audio mixer for this meeting. |
| Bytes Xmt | Amount of RTP data, in bytes, sent by the audio mixer for this meeting. |
| Max Jitter | Maximum length of time, in milliseconds, that the RTP jitter buffer holds voice packets. |
| Max Play Delay | Maximum delay during this meeting, in milliseconds, between the time a play request was received and the time the buffer started playing out the data. |
| Play Delay | Current delay, in milliseconds, between the time a play request is received and the time the buffer starts playing out the data for this meeting. |
| Max Record Delay | Maximum delay during this meeting, in milliseconds, between the time a file recording was requested and the time the recording began. |
| Record Delay | Current delay, in milliseconds, between the time a file recording is requested and the time the recording begins. |

Related Topics

- [About This Page: Audio Mixer Statistics Reports, page B-30](#)

Output Fields of the Audio Mixer Statistics Reports Page: Channel Statistics Report

Table B-16 *Channel Statistics Report Output Fields*

| Field Name | Description |
|-----------------------------|--|
| Total Active Channels | Number of channels that are currently active. |
| Channel Record Last Updated | Date and time that the channel record was last refreshed, which occurs automatically and frequently. |
| Chn. ID | Channel identification assigned to the caller. |
| Conf. ID | Unique number used by the local audio mixer to identify the voice meeting. This value is different from the meeting ID displayed to end users. |
| Start Time | Date and time that the call was established. |
| Elapsed | Amount of time that the call has been active. |
| Pkts Rcv | Number of RTP ¹ packets received from the endpoint. |
| Pkts Sent | Number of RTP packets sent to the endpoint. |
| Bytes Rcv | Amount of RTP data, in bytes, received from the endpoint. |
| Bytes Sent | Amount of RTP data, in bytes, sent to the endpoint. |
| Flush Rate | <p>Average number of flushed packets per second. A flushed packet is one that arrived too late for the audio mixer to play in the correct sequence order and is thus thrown away.</p> <p>Note that the Insert Rate and the Flush Rate should be equal.</p> |
| Insert Rate | <p>Average number of PLC² packets per second that are locally generated by the audio mixer and inserted in place of packets that did not arrive in time to play out in the correct sequence order. Without PLC packets, callers would hear clicks and pops due to missing packets.</p> <p>Note that the Insert Rate and the Flush Rate should be equal.</p> |
| Silence Pkt Rate | <p>Average number of RTP packets per second that are not received, not sent, or are SID³ packets.</p> <p>Using VAD⁴ saves bandwidth by sending RTP packets over the network only when the audio reaches a certain level, such as when a caller talks. When the caller stops talking, a SID packet is sent to notify the audio mixer 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 audio mixer knows not to count the subsequent gap as jitter and to locally generate and play comfort noise to fill the gap.</p> |
| Pkt Size | Size of RTP packets, in bytes. 160-byte packets correspond to a 20 ms packetization period. |
| Max Jitter | Maximum length of time, in milliseconds, that the RTP jitter buffer holds voice packets over the life of the call. |
| Avg Jitter | Average length of time, in milliseconds, that the RTP jitter buffer holds voice packets over the life of the call. |

Table B-16 *Channel Statistics Report Output Fields (continued)*

| Field Name | Description |
|-------------------|--|
| Pkt Delay | Delay, in milliseconds, between the current packet being played and the last received packet. Also called buffer depth. |
| Digits Rcvd | Number of digits received from the endpoint. |
| Digits Sent | Number of digits sent to the endpoint. |
| Max. Play Delay | Maximum delay, in milliseconds, between the time a play request was received and the time the buffer started playing out the data. |
| Play Delay | Current delay, in milliseconds, between the time a play request is received and the time the buffer starts playing out the data. |
| Max. Record Delay | Maximum delay, in milliseconds, between the time a file recording was requested and the time the recording began. |
| Record Delay | Current delay, in milliseconds, between the time a file recording is requested and the time the recording begins. |

1. RTP = Real-Time Transport Protocol
2. PLC = packet loss concealment
3. SID = Silence Insertion Descriptor
4. VAD = Voice Activity Detection

Related Topics

- [About This Page: Audio Mixer Statistics Reports, page B-30](#)

Output Fields of the Audio Mixer Statistics Reports Page: Channel Status Report

Table B-17 *Channel Status Report Output Fields*

| Field Name | Description |
|---------------|---|
| Conf. ID | Unique number used by the local audio mixer to identify the voice meeting. This value is different from the meeting ID displayed to end users. |
| Chn. ID | Channel identification assigned to the caller. |
| State | Whether or not the caller is currently in a voice meeting. |
| Mixed | Whether or not the caller's voice stream is currently being heard by others in the voice meeting. The audio mixer mixes the three loudest callers at any given time, and all other meeting participants cannot be heard at all. |
| Rmt IP Addr | Caller's IP address. |
| Rmt RTP Port | Caller's RTP ¹ port. |
| Rmt RTCP Port | Caller's RTCP ² port. |
| Lcl IP Addr | IP address of your Cisco Unified MeetingPlace Express system. |
| Lcl RTP Port | RTP port of the local audio mixer, which receives the caller's RTP stream. |

Table B-17 Channel Status Report Output Fields (continued)

| Field Name | Description |
|----------------|--|
| Lcl RTCP Port | RTCP port of the local audio mixer, which receives the caller's RTCP messages. |
| TOS | IP type of service setting for the output stream to this caller. |
| TTL | Time-to-live, in hops, for transmitted packets. |
| Payld Type | Payload type. Is always set to 101. |
| Ann. Active | Whether or not an announcement is currently being played. |
| Ann. File Name | Displays the full name of the file or prompt that is currently being played. |
| Rec. Active | Whether or not the call is being recorded. |
| Rec. File Name | Displays the full name of the file to which the call is being recorded. |

1. RTP = Real-Time Transport Protocol
2. RTCP = RTP Control Protocol

Related Topics

- [About This Page: Audio Mixer Statistics Reports, page B-30](#)

Finding the Audio Mixer Statistics Reports Page

-
- 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:
- a. Click **Reports**.
 - b. Click **Audio Mixer Statistics Reports**.
-

Related Topics

- [About This Page: Audio Mixer Statistics Reports, page B-30](#)

Tasks Using the Audio Mixer Statistics Reports Page

This page is used to complete the following task:

- [Running a Report about the Audio Mixer, page 8-15](#)

Related Topics

- [About Report Destinations, page 8-2](#)
- [Configuring Audio Parameters, page 4-19](#)
- [About This Page: Audio Mixer Statistics Reports, page B-30](#)

About This Page: Audio Parameters

This page enables you to modify settings for the Cisco Unified MeetingPlace Express audio mixer. See the following topics:

- [Fields on the Audio Parameters Page, page B-36](#)
- [Buttons on the Audio Parameters Page, page B-37](#)
- [Finding the Audio Parameters Page, page B-37](#)
- [Tasks Using the Audio Parameters Page, page B-38](#)



Tip

If you linked to this section from a procedure and want to return to that procedure, then click the Back button on your web browser. You can also find a link to the procedure in the [“Tasks Using the Audio Parameters Page” section on page B-38](#).

Fields on the Audio Parameters Page

Table B-18 *Audio Parameters Page Fields*

| Field | Description | Value |
|--|--|---|
| Maximum jitter buffer (milliseconds) | <p>Maximum length of time, in milliseconds, that the RTP jitter buffer holds voice packets.</p> <p>Jitter is defined as a variation in the delay of received packets. On the sending side, packets are sent in a continuous stream with the packets spaced evenly apart. Network congestion, improper queuing, or configuration errors, can cause the delay between each packet to vary instead of remaining constant.</p> <p>The RTP jitter buffer holds the packets briefly, reorders them if necessary, and then plays them out at evenly spaced intervals.</p> <p>If voice packets are held in the jitter buffer for too short a time, variations in delay may cause the buffer to underrun (become empty) and cause gaps in speech. On the other hand, packets that arrive at a full buffer will be dropped, which also causes gaps in speech.</p> <p>For more information about the jitter buffer, see the “About the Audio Mixer” section on page 4-17.</p> | <p>Range: 100 to 250</p> <p>Default: 250</p> |
| Default G.711 packet size (milliseconds) | Default size, in milliseconds, of G.711 packets. | <p>10/20/30</p> <p>Default: 20</p> |
| RTP starting port | Lowest port number to which RTP packets are sent. | <p>Range: 16384 to 32526</p> <p>Default 16384</p> |

Table B-18 Audio Parameters Page Fields (continued)

| Field (continued) | Description | Value |
|-----------------------|---|---|
| QOS DSCP | <p>Layer 3 traffic classification applied to RTP packets to differentiate the voice packets from data packets.</p> <p>Recommendation: Keep the default value of this field. The other values are available for the rare instances when the network requires a different DSCP setting.</p> <p>For more information, see “About Quality of Service Requirements” section on page 2-2.</p> | <p>Choose from the options in the drop-down menu</p> <p>Default: EF DSCP (101110)</p> |
| TTL | Time to live, in hops, for transmitted voice packets. | <p>Range: 1 to 64</p> <p>Default: 64</p> |
| RFC2833 payload type | <p>Payload type for RFC2833 digits, tones, and signals.</p> <p>Recommendation: Contact your network administrator for the payload type used in your network.</p> | <p>Range: 96 - 127</p> <p>Default: 101</p> |
| Voice activity detect | <p>Whether or not to accommodate background noise when determining who is the active speaker.</p> <p>If you select Yes, the performance of the audio mixer may degrade somewhat, because the voice activity detect process is CPU intensive.</p> <p>If you select No, the active speaker is selected without any consideration to the background noise level.</p> | <p>Yes/No</p> <p>Default: No</p> |

Related Topics

- [About This Page: Audio Parameters, page B-36](#)

Buttons on the Audio Parameters Page

Table B-19 Audio Parameters Page Buttons

| Button | Action |
|----------------|--|
| Save | Saves the settings. |
| Reset | Returns values to the previously saved settings. |
| Cancel | Exits the page without saving any changes. |
| Export to file | Exports values to a text file. |

Related Topics

- [About This Page: Audio Parameters, page B-36](#)

Finding the Audio Parameters Page

-
- 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 **System Configuration**.
 - Click **Call Configuration**.
 - Click **Audio Parameters**.
-

Related Topics

- [About This Page: Audio Parameters, page B-36](#)

Tasks Using the Audio Parameters Page

The Audio Parameters page is used to complete the following task:

- [Configuring Audio Parameters, page 4-19](#)

Related Topics

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

About This Page: Billing Report

This page provides billing information for all meetings held in a specified date range. See the following topics:

- [Fields on the Billing Report Page, page B-39](#)
- [Checkboxes on the Billing Report Page, page B-39](#)
- [Buttons on the Billing Report Page, page B-40](#)
- [Output Fields of the Billing Report Page, page B-41](#)
- [Finding the Billing Report Page, page B-42](#)
- [Tasks Using the Billing Report Page, page B-42](#)

**Tip**

If you linked to this section from a procedure and want to return to that procedure, then click the Back button on your web browser. You can also find a link to the procedure in the “[Tasks Using the Billing Report Page](#)” section on page B-42.

Fields on the Billing Report Page

Table B-20 Billing Report Page Fields

| Field | Description | Value |
|-----------------------------|--|---|
| Report type | The format in which you want the billing report delivered. | html txt Default: html |
| Destination | Destination of the generated report output. For descriptions and restrictions for each option, see the “About Report Destinations” section on page 8-2 . | Screen File Printer Default: Screen |
| Start date | The starting date for the billing report. | Format: mm/dd/yyyy Default: yesterday’s date |
| End date | The ending date for the billing report. | Format: mm/dd/yyyy Default: today’s date |
| Cents per minute (voice) | Billing rate, in cents, used to calculate the usage cost for voice meetings. | Range: 0 to 5000 Default: 20 |
| Cents per minute (full web) | Billing rate, in cents, used to calculate the usage cost for full web meetings. | Range: 0 to 5000 Default: 20 |
| Cents per minute (lite web) | Billing rate, in cents, used to calculate the usage cost for lite web meetings. | Range: 0 to 5000 Default: 20 |

Related Topics

- [About This Page: Billing Report, page B-38](#)

Checkboxes on the Billing Report Page

Table B-21 Billing Report Page Checkboxes

| Checkbox | Description |
|-----------------|---|
| Show all fields | Displays all fields in the report output. Unchecking this checkbox clears all checkboxes, except Billing code , User ID , and Meeting ID . |
| Billing code | Code used in billing reports. For more information, see the “About Billing Information” section on page 6-26 . Note that this checkbox cannot be cleared. |
| User ID | Username of the meeting scheduler. Note that this checkbox cannot be cleared. |
| Name | Name of the meeting scheduler. |
| Date/Time | Date and time the meeting started. |

Table B-21 *Billing Report Page Checkboxes (continued)*

| Checkbox | Description |
|-------------------------|---|
| Meeting ID | Meeting ID, which uniquely identifies the meeting. If you do not specify one, the system automatically assigns your phone number as the meeting ID. Note that this checkbox cannot be cleared. |
| Voice minutes | Number of minutes used for all voice-only meetings. |
| Voice cost | Calculated cost of all voice-only meetings. |
| Full web minutes | Number of minutes used for all full-web meetings. |
| Full web cost | Calculated cost of all full-web meetings. |
| Roster-only web minutes | Number of minutes used for all lite meeting room meetings. |
| Roster-only web cost | Calculated cost of all lite meeting room meetings. |
| Total cost | Sum of the Voice cost , Full web cost , and Roster-only web cost . |

Related Topics

- [About This Page: Billing Report, page B-38](#)

Buttons on the Billing Report Page

Table B-22 *Billing Report Page Buttons*

| Button | Action |
|------------------|--|
| Create Report | Runs the report. |
| Cancel | Exits the page. |
| Printer Friendly | Opens a new window containing a printer-friendly format of the report. Note that this button displays on the output page only. |
| Export to File | Exports the report to a file. See the “Exporting Information to a File” section on page 8-3 . Note that this button displays on the output page only. |
| Print | Sends the report to the printer. Note that this button displays on the printer-friendly output page only. |

Related Topics

- [About This Page: Billing Report, page B-38](#)

Output Fields of the Billing Report Page

The Billing Report page provides billing information for all meetings held in the specified date range. The report output is grouped by billing code and user. [Table B-23](#) describes the output fields.

Table B-23 Billing Report Page Output Fields

| Field | Description |
|---------------------------------------|---|
| Billing Code | Code used in billing reports. For more information, see the “About Billing Information” section on page 6-26. |
| User ID | ID of the end user. |
| Name | First and last name of the end user. |
| Date/Time | Date and time at which the meeting was held. |
| Meeting ID | Meeting ID, which uniquely identifies the meeting. If you do not specify one, the system automatically assigns your phone number as the meeting ID. |
| Voice Minutes | Total number of minutes used by all voice-only meeting participants during this meeting. |
| Voice Cost | Voice cost of the meeting, calculated by multiplying the Voice Minutes output field by the value configured in the Cents per minute (voice) field. |
| Full Web Minutes | Total number of minutes used by all full-web meeting participants during this meeting. |
| Full Web Cost | Full web cost of the meeting, calculated by multiplying the Full Web Minutes output field by the value configured in the Cents per minute (full web) field. |
| Roster-only Web Minutes | Total number of minutes used by all lite meeting room participants during this meeting. |
| Roster-only Web Cost | Roster-only web cost of the meeting, calculated by multiplying the Roster-only Web Minutes output field by the value configured in the Cents per minute (lite web) field. |
| Total Cost | Sum of the Voice Cost , Full Web Cost , and Roster-only Web Cost . |
| Total Meeting Stats User <User ID> | Total sum of the following fields for the specified end user: <ul style="list-style-type: none"> Voice Minutes Voice Cost Full Web Minutes Full Web Cost Roster-only Web Minutes Roster-only Web Cost Total Cost |
| Total Meetings for User <User ID> | Total number of meetings billed to the specified end user. |

Table B-23 **Billing Report Page Output Fields (continued)**

| Field | Description |
|---|---|
| Total Meeting Stats for Bill Code <Billing Code> | Sum of the following fields for all end users assigned to the specified billing code: <ul style="list-style-type: none"> • Voice Minutes • Voice Cost • Full Web Minutes • Full Web Cost • Roster-only Web Minutes • Roster-only Web Cost • Total Cost |
| Total Meetings for Bill Code <Billing Code>: | Total number of meetings billed to this billing code. |

Related Topics

- [About This Page: Billing Report, page B-38](#)

Finding the Billing Report Page

-
- 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 **Reports**.
 - Click **Billing Report**.
-

Related Topics

- [About This Page: Billing Report, page B-38](#)

Tasks Using the Billing Report Page

The Billing Report page is used to complete the following tasks:

- [Running a Report about Billing, page 8-10](#)

Related Topics

- [About Billing Information, page 6-26](#)
- [About Report Destinations, page 8-2](#)
- [About This Page: Billing Report, page B-38](#)

About This Page: Call Configuration

The Call Configuration page leads to other pages with the options listed in [Table B-25](#).

Table B-24 Call Configuration Area Options and Pages

| Options | Administration Center Pages |
|---|--|
| Configuring Call-Control Integration for Cisco Unified MeetingPlace Express | <ul style="list-style-type: none"> • About This Page: H.323 Configuration, page B-100 • About This Page: SIP Configuration, page B-167 |
| Configuring Direct Meeting Dial-In | <ul style="list-style-type: none"> • About This Page: Dial Configuration, page B-53 |
| Configuring Audio Parameters | <ul style="list-style-type: none"> • About This Page: Audio Parameters, page B-36 |

About This Page: Certificate Management

The Certificate Management page leads to other pages with the options listed in [Table B-25](#).

Table B-25 Certificate Management Area Options and Pages

| Options | Administration Center Pages |
|--|--|
| Generate Certificate Signing Requests (CSRs) | <ul style="list-style-type: none"> • About This Page: Generate Certificate Signing Requests (CSRs), page B-89 • About This Page: Download Certificate Signing Request, page B-65 |
| Enable SSL for the End-User Interface, Administration Center, and Web Conferencing | <ul style="list-style-type: none"> • About This Page: Enable SSL for the End-User Interface, Administration Center, and Web Conferencing, page B-84 |
| Disable SSL | <ul style="list-style-type: none"> • About This Page: Disable SSL, page B-56 |
| Display Certificates | <ul style="list-style-type: none"> • About This Page: Display Certificate, page B-61 |
| Download Certificates | <ul style="list-style-type: none"> • About This Page: Download Certificate, page B-64 |

About This Page: Configure Backup

This page is used to configure automatic system backups and archiving. See the following topics:

- [Fields on the Configure Backup Page](#), page B-44
- [Buttons on the Configure Backup Page](#), page B-45
- [Finding the Configure Backup Page](#), page B-45
- [Tasks Using the Configure Backup Page](#), page B-45



Tip

If you linked to this section from a procedure and want to return to that procedure, click the Back button on your web browser. You can also find a link to the procedure in the [“Tasks Using the Configure Backup Page”](#) section on page B-45.

Fields on the Configure Backup Page

Table B-26 *Configure Backup Page Fields*

| Field | Description | Values |
|-----------------------------------|--|---|
| Enable automatic backup | Defines whether to enable the system to automatically perform Level 0 (L0), Level 1 (L1), and Level 2 (L2) database backups. | Yes No Default: Yes |
| Enable automatic archiving | Defines whether to enable the system to automatically archive the database after a backup. | Yes No Default: No |
| Archiving method | Defines the underlying command for archiving the database. Restriction: The remote server must support rsync and SSH connections. See the “About Archiving the Database Backup Files and Other External Files” section on page 13-16. | Remote (SSH/rsync) ¹ Default: Remote (SSH/rsync) |
| Pathname location of archive | Defines the location of the directory where the archived database is saved. | Any valid directory. Default: /dev/null |
| Remote archive host ² | Defines the name of the host to which the files are archived. | Host name or IP address of the remote machine. Default: localhost |
| Remote host username ³ | Defines the username used to authenticate to the remote host. | Username used on the remote machine. Default: root |
| Remote host password ⁴ | Defines the password used to authenticate to the remote host. Note that to ensure security, the password is displayed as asterisks. | Password associated with the username used on the remote machine. Default: ***** |
| Notification e-mail | Defines the e-mail address to which the Cisco Unified MeetingPlace Express system sends the archive execution status. | Any valid e-mail address. |

1. In Release 1.1.1 and earlier releases, the archiving method options are CP and SCP. SCP is equivalent to the current Remote (SSH/rsync) option. The CP archiving method is not supported in any release.
2. In Release 1.1.1 and earlier releases, the [Remote archive host](#) field appears instead as “Archive SCP host.”
3. In Release 1.1.1 and earlier releases, the [Remote host username](#) field appears instead as “Archive SCP authorized username.”
4. In Release 1.1.1 and earlier releases, the [Remote host password](#) field appears instead as “Archive SCP authorized password.”

Related Topics

- [About This Page: Configure Backup, page B-43](#)

Buttons on the Configure Backup Page

Table B-27 Configure Backup Page Buttons

| Button | Action |
|---------------------|---|
| Save | Saves the backup parameters. |
| Save and Run Backup | Saves the backup parameters and runs an immediate L0 backup followed by an L1 backup. Displays the View Backup Logs page. |
| Reset | Returns values to the previously saved settings. |
| Cancel | Exits the page without saving any changes. |

Related Topics

- [About This Page: Configure Backup, page B-43](#)

Finding the Configure Backup Page

-
- 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**.
-

Related Topics

- [About This Page: Configure Backup, page B-43](#)

Tasks Using the Configure Backup Page

The Configure Backup page is used to complete the following task:

- [Configuring Backups, page 13-18](#)

Related Topics

- [About Backing Up and Restoring Data, page 13-15](#)
- [About This Page: View Backup Logs, page B-201](#)
- [About This Page: Configure Backup, page B-43](#)

About This Page: Custom Prompts

This page is used to add and delete custom voice prompts from the Cisco Unified MeetingPlace Express database. See the following topics:

- [Fields on the Custom Prompts Page, page B-46](#)
- [Buttons and Links on the Custom Prompts Page, page B-46](#)
- [Display Options for the Custom Prompts Page, page B-47](#)
- [Finding the Custom Prompts Page, page B-47](#)
- [Tasks Using the Custom Prompts Page, page B-48](#)



Tip

If you linked to this section from a procedure and want to return to that procedure, click the **Back** button on your web browser. You can also find a link to the procedure in the [“Tasks Using the Custom Prompts Page”](#) section on page B-48.

Fields on the Custom Prompts Page

Table B-28 Custom Prompts Page Fields

| Field | Description | Values |
|---------------------|---|---|
| Installed languages | The languages that are currently installed on your Cisco Unified MeetingPlace Express system. | Choose from the drop-down menu of installed languages. Default: English (US) |
| File to upload | The name of the file that contains the custom voice prompt to upload. | To locate the file, click Browse . |
| Files | Lists all custom voice prompts that have been uploaded. | — |

Related Topics

- [About This Page: Custom Prompts, page B-46](#)

Buttons and Links on the Custom Prompts Page

Table B-29 Custom Prompts Page Buttons and Links

| Button | Action |
|-------------------------|--|
| Upload File | Uploads the custom voice prompt to the Cisco Unified MeetingPlace Express database. |
| Delete Custom Prompt(s) | Deletes any checked custom voice prompts. Checkboxes are in the far left column. Note that this button only appears if your Cisco Unified MeetingPlace Express system has any custom voice prompts. |

Table B-29 Custom Prompts Page Buttons and Links (continued)

| Button | Action |
|-----------------------|---|
| Delete All | Deletes all custom voice prompts. Note that this button only appears if your Cisco Unified MeetingPlace Express system has any custom voice prompts. |
| Cancel | Exits the page without saving any changes. |
| Left and Right Arrows | Goes to the first page, the previous page, the next page, or the last page of custom voice prompts. |
| Go | Goes to the specified page number. |

Related Topics

- [About This Page: Custom Prompts, page B-46](#)

Display Options for the Custom Prompts Page

By default, the Custom Prompt page displays 20 custom voice prompts per page. [Table B-30](#) describes how to change how custom voice prompts are displayed.

Table B-30 Custom Prompt Page Display Options

| To | Do This |
|--|--|
| Display a shorter or longer list of custom voice prompts in one view | At the bottom of the page, in the Rows per page field, select the number of custom voice prompts to display. You can choose 10, 20, or 30. |
| Display a different page of custom voice prompts | At the bottom of the page, do one of the following: <ul style="list-style-type: none">• In the Go field, enter the page number to display, and click Go.• Click the arrows to page through the list. |

Related Topics

- [About This Page: Custom Prompts, page B-46](#)

Finding the Custom Prompts Page

-
- | | |
|---------------|--|
| 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: <ul style="list-style-type: none">a. Click Maintenance.b. Click Custom Prompts. |
-

Related Topics

- [About This Page: Custom Prompts, page B-46](#)

Tasks Using the Custom Prompts Page

The Custom Prompt page is used to complete the following tasks:

- [Customizing Voice Prompts, page 11-5](#)
- [Deleting Custom Voice Prompts, page 11-6](#)

Related Topics

- [About Voice Prompts, page 11-4](#)
- [About This Page: Custom Prompts, page B-46](#)

About This Page: Customize Cisco Unified MeetingPlace Express Scheduling Page

This page was renamed to the Customize Schedule Meeting Page in Release 1.1.2. See the [“About This Page: Customize Schedule Meeting Page”](#) section on page B-48.

About This Page: Customize Interface

The Customize Interface page leads to other pages with the options listed in [Table B-31](#).

Table B-31 *Customize Interface Area Options and Pages*

| Options | Administration Center Pages |
|---|---|
| Adding a Custom Graphic to the Cisco Unified MeetingPlace Express End-User Interface, page 11-1 | <ul style="list-style-type: none"> • About This Page: Add Logo, page B-3 |
| Customizing the End User’s Schedule Meeting Page, page 11-3 | <ul style="list-style-type: none"> • About This Page: Customize Schedule Meeting Page, page B-48 |
| Customizing the End User’s Edit Profile Page, page 11-4 | <ul style="list-style-type: none"> • About This Page: Customize the Edit Profile Page, page B-50 |

About This Page: Customize Schedule Meeting Page

This page is used to customize the fields that end users see when they schedule a meeting:

- [Field Headers on the Customize Schedule Meeting Page, page B-49](#)
- [Fields on the Customize Schedule Meeting Page, page B-49](#)
- [Buttons on the Customize Schedule Meeting Page, page B-50](#)
- [Finding the Customize Schedule Meeting Page, page B-50](#)
- [Tasks Using the Customize Schedule Meeting Page, page B-50](#)

**Tip**

If you linked to this section from a procedure and want to return to that procedure, click the Back button on your web browser. You can also find a link to the procedure in the [“Tasks Using the Customize Schedule Meeting Page”](#) section on page B-50.

Field Headers on the Customize Schedule Meeting Page

Table B-32 *Customize Schedule Meeting Page Field Headers*

| Header | Description |
|-------------------|--|
| Scheduling Fields | The name of the field that is displayed on the scheduling page that the end user sees. |
| Basic Settings | Specifies if the scheduling field should be displayed by default on the Schedule Meeting page. |
| Advanced Settings | Specifies if the scheduling field should be displayed when the end user clicks More Options on the Schedule Meeting page. |
| Show | Specifies if this field should be displayed on the Schedule Meetings page. |

Related Topics

- [About This Page: Customize Schedule Meeting Page, page B-48](#)

Fields on the Customize Schedule Meeting Page

Table B-33 *Customize Schedule Meeting Page Fields*

| Field | Description |
|---------------------|---|
| Publish meeting | Whether or not to publicly display this meeting on the Find Meeting page. |
| Billing code | Code used in billing reports. For more information, see the “About Billing Information” section on page 6-26. |
| Language | The language for the Cisco Unified MeetingPlace Express voice prompts. |
| Who can attend | If anyone can attend this meeting or only end users with Cisco Unified MeetingPlace Express profiles can attend this meeting. |
| Entry announcement | Announcement played when this end user joins a meeting. |
| Exit announcement | Announcement played when this end user exits a meeting. |
| Method of attending | If end users will call in to the meeting or if the system should find the end users. |

Related Topics

- [About This Page: Customize Schedule Meeting Page, page B-48](#)

Buttons on the Customize Schedule Meeting Page

Table B-34 *Customize Schedule Meeting Page Buttons*

| Button | Action |
|--------|--|
| Save | Saves changes to the scheduling pages in the End-User Interface. |
| Reset | Returns values to the previously saved settings. |
| Cancel | Exits the page without saving any changes. |

Related Topics

- [About This Page: Customize Schedule Meeting Page, page B-48](#)

Finding the Customize Schedule Meeting Page

-
- 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 **Customize Interface**.
 - Click **Customize Schedule Meeting Page**.
-

Related Topics

- [About This Page: Customize Schedule Meeting Page, page B-48](#)

Tasks Using the Customize Schedule Meeting Page

The Customize Schedule Meeting Page is used to complete the following tasks:

- [Customizing the End User's Schedule Meeting Page, page 11-3](#)

Related Topics

- [About Customizing End-User Pages, page 11-1](#)
- [About This Page: Customize Schedule Meeting Page, page B-48](#)

About This Page: Customize the Edit Profile Page

This page is used to customize the fields that end users see when they update their user profiles. See the following topics:

- [Field Headers on the Customize the Edit Profile Page, page B-51](#)
- [Fields on the Customize the Edit Profile Page, page B-51](#)
- [Buttons on the Customize the Edit Profile Page, page B-52](#)

- [Finding the Customize the Edit Profile Page, page B-52](#)
- [Tasks Using the Customize the Edit Profile Page, page B-52](#)

**Tip**

If you linked to this section from a procedure and want to return to that procedure, click the Back button on your web browser. You can also find a link to the procedure in the [“Tasks Using the Customize Schedule Meeting Page”](#) section on page B-50.

Field Headers on the Customize the Edit Profile Page

Table B-35 *Customize Edit User Profile Page Field Headers*

| Header | Description |
|----------------|---|
| Profile Fields | The name of the field that is displayed on the Edit Profile page in the End-User Interface. |
| Show | Specifies if this field should be displayed on the Edit Profile page in the End-User Interface. |

Related Topics

- [About This Page: Customize the Edit Profile Page, page B-50](#)

Fields on the Customize the Edit Profile Page

Table B-36 *Customize Edit User Profile Page Fields*

| Field | Description |
|---------------------|---|
| First name | User's first name. Used in meeting participant lists and reports. |
| Last name | User's last name. Used in meeting participant lists and reports. |
| Group name | Name of user group, if any, to which this user profile belongs. |
| E-mail address | The e-mail address where an end user can receive e-mail notifications. |
| Method of attending | The method by which an end user prefers to join meetings. |
| Find me at 1 | The first phone number the system should call when trying to find this user. |
| Find me at 2 | The second phone number the system should call when trying to find this user. |
| Find me at 3 | The third phone number the system should call when trying to find this user. |
| Find me at 4 | The fourth phone number the system should call when trying to find this user. |
| Time zone | User's time zone. Set the time zone for the geographical location in which the user typically conducts business. For more information, see the “About Time Zones” section on page 6-24. |
| Assign delegate | The user ID of the delegate for this end user. |
| Publish meeting | Whether or not to publicly display meetings that are scheduled by this user on the Find Meeting page. |

Table B-36 *Customize Edit User Profile Page Fields (continued)*

| Field | Description |
|--------------------|---|
| Billing code | Code used in billing reports. For more information, see the “About Billing Information” section on page 6-26 . |
| Who can attend | Who can attend meetings scheduled by this user: anyone or only profiled users in the Cisco Unified MeetingPlace Express database. |
| Entry announcement | Announcement played when this user joins a meeting. |
| Exit announcement | Announcement played when this user exits a meeting. |

Related Topics

- [About This Page: Customize the Edit Profile Page, page B-50](#)

Buttons on the Customize the Edit Profile Page

Table B-37 *Customize Edit User Profile Page Buttons*

| Button | Action |
|--------|---|
| Save | Saves changes to the Edit Profile page in the End-User Interface. |
| Reset | Returns values to the previously saved settings. |
| Cancel | Exits the page without saving any changes. |

Related Topics

- [About This Page: Customize the Edit Profile Page, page B-50](#)

Finding the Customize the Edit Profile Page

-
- 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 **Customize Interface**.
 - Click **Customize Edit User Profile Page**.
-

Related Topics

- [About This Page: Customize the Edit Profile Page, page B-50](#)

Tasks Using the Customize the Edit Profile Page

The Customize Edit User Profile Page is used to complete the following task:

- [Customizing the End User’s Edit Profile Page, page 11-4](#)

Related Topics

- [About Customizing End-User Pages, page 11-1](#)
- [About This Page: Customize the Edit Profile Page, page B-50](#)

About This Page: Dial Configuration

This page is used to connect Cisco Unified MeetingPlace Express to a call-control device, such as Cisco Unified CallManager. See the following topics:

- [Fields on the Dial Configuration Page, page B-53](#)
- [Buttons and Links on the Dial Configuration Page, page B-53](#)
- [Finding the Dial Configuration Page, page B-54](#)
- [Tasks Using the Dial Configuration Page, page B-54](#)

**Tip**

If you linked to this section from a procedure and want to return to that procedure, then click the Back button on your web browser. You can also find a link to the procedure in the “[Tasks Using the Dial Configuration Page](#)” section on page B-54.

Fields on the Dial Configuration Page

Table B-38 *Dial Configuration Field*

| Field | Description | Value |
|----------|--|-----------------------------|
| Outdials | Whether dial-out calls use H.323 or SIP. | H.323/SIP Default: H.323 |

Related Topics

- [About This Page: Dial Configuration, page B-53](#)

Buttons and Links on the Dial Configuration Page

Table B-39 *Dial Configuration Page Buttons and Links*

| Button or Link | Action |
|----------------|------------------------------|
| Save | Saves the dial-out settings. |

Table B-39 *Dial Configuration Page Buttons and Links (continued)*

| Button or Link | Action |
|----------------|--|
| Edit | <p>Opens the Dial Configuration Details page, from which you can create or edit a dialing group that maps a phone number to a specific meeting ID. You can configure up to twelve dialing groups.</p> <p>Restriction: Dialing groups cannot be deleted, but they can be modified.</p> <p>For more information about dialing groups, see the “About Direct Meeting Dial-In” section on page 4-15.</p> |
| Cancel | Exits the page without saving any changes. |

Related Topics

- [About This Page: Dial Configuration, page B-53](#)

Finding the Dial Configuration Page

-
- 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 **System Configuration**.
 - Click **Call Configuration**.
 - Click **Dial Configuration**.
-

Related Topics

- [About This Page: Dial Configuration, page B-53](#)

Tasks Using the Dial Configuration Page

The Dial Configuration page is used to complete the following tasks:

- [Configuring Direct Meeting Dial-In, page 4-16](#)
- [Configuring Call-Control Integration for Cisco Unified MeetingPlace Express, page 5-1](#)

Related Topics

- [About This Page: Dial Configuration Details, page B-55](#)
- [About Direct Meeting Dial-In, page 4-15](#)
- [About This Page: Dial Configuration, page B-53](#)

About This Page: Dial Configuration Details

This page is used to configure dialing groups, which associate specific phone numbers with specific meeting IDs. See the following topics:

- [Fields on the Dial Configuration Details Page, page B-55](#)
- [Buttons on the Dial Configuration Details Page, page B-55](#)
- [Finding the Dial Configuration Details Page, page B-56](#)
- [Tasks Using the Dial Configuration Details Page, page B-56](#)

**Tip**

If you linked to this section from a procedure and want to return to that procedure, then click the Back button on your web browser. You can also find a link to the procedure in the [“Tasks Using the Dial Configuration Details Page” section on page B-56](#).

Fields on the Dial Configuration Details Page

Table B-40 *Dial Configuration Details Fields*

| Field | Description | Value |
|--------------|---|----------------|
| Group number | (Read only) Which dialing group you are viewing or modifying. Restriction: Dialing groups cannot be deleted, but they can be modified. | Range: 1 to 12 |
| Phone number | Phone number that callers can use to directly connect to a specific meeting. | — |
| Meeting ID | Meeting ID, which uniquely identifies the meeting. | — |

Related Topics

- [About This Page: Dial Configuration Details, page B-55](#)

Buttons on the Dial Configuration Details Page

Table B-41 *Dial Configuration Details Page Buttons*

| Button | Action |
|----------------|--|
| Save | Saves the settings. |
| Reset | Returns values to the previously saved settings. |
| Cancel | Exits the page without saving any changes. |
| Export to file | Exports values to a text file. |

Related Topics

- [About This Page: Dial Configuration Details, page B-55](#)

Finding the Dial Configuration Details Page

-
- 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 **System Configuration**.
 - Click **Call Configuration**.
 - Click **Dial Configuration**.
- Step 4** Click **Edit** on one of the twelve Direct Meeting Dial-in table rows.
-

Related Topics

- [About This Page: Dial Configuration Details, page B-55](#)

Tasks Using the Dial Configuration Details Page

The Dial Configuration Details page is used to complete the following tasks:

- [Configuring Direct Meeting Dial-In, page 4-16](#)

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](#)

About This Page: Disable SSL

This page is used to disable SSL in your Cisco Unified MeetingPlace Express system. See the following topics:

- [Buttons on the Disable SSL Page, page B-57](#)
- [Finding the Disable SSL Page, page B-57](#)
- [Tasks Using the Disable SSL Page, page B-57](#)



Tip

If you linked to this section from a procedure and want to return to that procedure, click the Back button on your web browser. You can also find a link to the procedure in the [“Tasks Using the Disable SSL Page”](#) section on page B-57.

Buttons on the Disable SSL Page

Table B-42 Disable SSL Page Buttons

| Button | Action |
|-------------|---|
| Disable SSL | Disables SSL. Note that this button is only displayed if SSL is enabled. |
| Cancel | Exits the page without disabling SSL. Note that this button is only displayed if SSL is enabled. |
| OK | Exits the page. Note that this button is only displayed if SSL is disabled. |

Related Topics

- [About This Page: Disable SSL, page B-56](#)

Finding the Disable SSL Page

-
- 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 **Certificate Management**.
 - b. Click **Disable SSL**.
-

Related Topics

- [About This Page: Disable SSL, page B-56](#)

Tasks Using the Disable SSL Page

The Disable SSL page is used to complete the following tasks:

- [Disabling SSL, page 10-5](#)

Related Topics

- [About Managing Certificates, page 10-1](#)
- [About This Page: Disable SSL, page B-56](#)

About This Page: Disk Usage Report

This page is used to run reports about disk usage to track available recording space in current disks. See the following topics:

- [Fields on the Disk Usage Report Page, page B-58](#)
- [Checkboxes on the Disk Usage Report Page, page B-59](#)
- [Buttons on the Disk Usage Report Page, page B-59](#)
- [Output Fields of the Disk Usage Report Page, page B-60](#)
- [Finding the Disk Usage Report Page, page B-60](#)
- [Tasks Using the Disk Usage Report Page, page B-61](#)



Tip

If you linked to this section from a procedure and want to return to that procedure, then click the Back button on your web browser. You can also find a link to the procedure in the [“Tasks Using the Disk Usage Report Page” section on page B-61](#).

Fields on the Disk Usage Report Page

Table B-43 *Disk Usage Report Page Fields*

| Field | Description | Value |
|-------------|--|---|
| Report type | The format in which you want the report delivered. | html txt Default: html |
| Destination | Destination of the generated report output. For descriptions and restrictions for each option, see the “About Report Destinations” section on page 8-2 . | Screen File Printer Default: Screen |
| Start date | The starting date for the disk usage report. | Format: mm/dd/yyyy Default: yesterday’s date |
| End date | The ending date for the disk usage report. | Format: mm/dd/yyyy Default: today’s date |

Related Topics

- [About This Page: Disk Usage Report, page B-58](#)

Checkboxes on the Disk Usage Report Page

Table B-44 Disk Usage Report Page Checkboxes

| Checkbox | Description |
|------------------------|---|
| Show all fields | Displays all fields in the report output. Unchecking this checkbox clears all checkboxes, except Organizer and Conference name . |
| Organizer | Name of the meeting scheduler. Note that this checkbox cannot be cleared. |
| Billing code | Code used in billing reports. For more information, see the “About Billing Information” section on page 6-26 . |
| Scheduled length | Length of time scheduled for the meeting. |
| Dialable conference ID | Meeting ID. |
| Meeting recording | Whether or not this meeting was recorded. |
| Roll call | Number of minutes used to record the participant names or locations. |
| Conference name | Meeting subject. Note that this checkbox cannot be cleared. |
| Date held | Date and time that this meeting took place. |
| Disk space purge date | Date and time after which the meeting recordings will be deleted from the file system. |
| Actual length | Actual meeting length, from when the first meeting participant joined to when the last meeting participant left. |
| Total recording space | Total amount of disk space used for recording. |

Related Topics

- [About This Page: Disk Usage Report, page B-58](#)

Buttons on the Disk Usage Report Page

Table B-45 Disk Usage Report Page Buttons

| Button | Action |
|---------------|------------------|
| Create Report | Runs the report. |
| Cancel | Exits the page. |

Related Topics

- [About This Page: Disk Usage Report, page B-58](#)

Output Fields of the Disk Usage Report Page

The report output provides disk usage information for all meetings held in the specified date range. The report output is grouped by end user.

Table B-46 *Disk Usage Report Page Output Fields*

| Field | Description |
|-----------------------------------|--|
| Organizer | First and last name of the meeting scheduler. |
| Mtg ID | ID of the meeting. |
| Mtg Name | Meeting subject. |
| Date Held | Date and time that the meeting took place. |
| Billing Code | Code used in billing reports. For more information, see the “About Billing Information” section on page 6-26. |
| Disk Space Purge Date | Date and time after which the meeting recordings will be deleted. |
| Scheduled Length (Minutes) | Scheduled meeting length, in minutes. |
| Actual Length (Minutes) | Actual meeting length, in minutes, from when the first meeting participant joined to when the last meeting participant left. |
| Roll Call (Minutes) | Length, in minutes, of recorded participant names or locations. |
| Meeting Recording (Minutes) | Length, in minutes, of the meeting recording. |
| Total Recording Space (Minutes) | Number of minutes used to record the meeting, participant names or locations, the meeting subject, and introductions to the recorded file. |
| Total Disk Usage Stats for <Name> | Sums of the following columns for the end user: <ul style="list-style-type: none"> • Scheduled Length (Minutes) • Actual Length (Minutes) • Roll Call (Minutes) • Meeting Recording (Minutes) • Total Recording Space (Minutes) |
| Total Meetings | Total number of meetings in this report that were scheduled by the end user. |

Related Topics

- [About This Page: Disk Usage Report, page B-58](#)

Finding the Disk Usage Report Page

-
- 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 **Reports**.
 - Click **Disk Usage Report**.
-

Related Topics

- [About This Page: Disk Usage Report, page B-58](#)

Tasks Using the Disk Usage Report Page

The Disk Usage Report page is used to complete the following tasks:

- [Running a Report about Disk Usage, page 8-12](#)

Related Topics

- [About Report Destinations, page 8-2](#)
- [About This Page: Disk Usage Report, page B-58](#)

About This Page: Display Certificate

This page is used to display details of your certificates, such as the valid dates and signatures. See the following topics:

- [Buttons on the Display Certificate Page, page B-61](#)
- [Finding the Display Certificate Page, page B-62](#)
- [Tasks Using the Display Certificate Page, page B-62](#)



Tip

If you linked to this section from a procedure and want to return to that procedure, click the Back button on your web browser. You can also find a link to the procedure in the “[Tasks Using the Display Certificate Page](#)” section on page B-62.

Buttons on the Display Certificate Page

Table B-47 *Display Certificate Page Buttons*

| Button | Action |
|---------------------|---|
| Display Certificate | Displays the contents of the selected certificate. Note that this button is only displayed if there is a certificate to display. |

Table B-47 *Display Certificate Page Buttons (continued)*

| Button | Action |
|--------|--|
| Cancel | Exits the page. Note that this button is only displayed if there is a certificate to display. |
| OK | Exits the page. Note that this button is only displayed after the contents of a certificate are displayed or if there are no certificates to display. |

Related Topics

- [About This Page: Display Certificate, page B-61](#)

Finding the Display Certificate Page

Related Topics

- [About This Page: Display Certificate, page B-61](#)

Tasks Using the Display Certificate Page

The Display Certificates page is used to complete the following task:

- [Displaying a Certificate, page 10-6](#)

Related Topics

- [About Managing Certificates, page 10-1](#)
- [About This Page: Display Certificate, page B-61](#)

About This Page: Download a Language Property File

This page is used to download language property files from Cisco Unified MeetingPlace Express. Language property files define the language translations of tags used in e-mail notification templates. See the following topics:

- [Fields on the Download a Language Property File Page, page B-63](#)
- [Buttons on the Download a Language Property File Page, page B-63](#)
- [Finding the Download a Language Property File Page, page B-63](#)
- [Tasks Using the Download a Language Property File Page, page B-64](#)

**Tip**

If you linked to this section from a procedure and want to return to that procedure, then click the Back button on your web browser. You can also find a link to the procedure in the “[Tasks Using the Download a Language Property File Page](#)” section on page B-64.

Fields on the Download a Language Property File Page

Table B-48 Download a Language Property File Page Field

| Field | Description | Value |
|----------|---|---|
| Language | Which language property file to download from Cisco Unified MeetingPlace Express. | Choose from the drop-down menu of installed and enabled languages. Default: en_US (U.S. English) |

Related Topics

- [About This Page: Download a Language Property File, page B-62](#)

Buttons on the Download a Language Property File Page

Table B-49 Download a Language Property File Page Buttons

| Button | Action |
|----------|--|
| Download | Downloads the selected language property file. |
| Reset | Returns values to the previously saved settings. |
| Cancel | Exits the page without saving changes. |

Related Topics

- [About This Page: Download a Language Property File, page B-62](#)

Finding the Download a Language Property File Page

-
- 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:
 - a. Click **System Configuration**.
 - b. Click **E-Mail Service Administration**.
 - c. Click **E-Mail Notification Template Configuration**.
 - d. Click **Download a Language Property File**.
-

Related Topics

- [About This Page: Download a Language Property File, page B-62](#)

Tasks Using the Download a Language Property File Page

This page is used to complete the following task:

- [Downloading a Language Property File, page 12-13](#)

Related Topics

- [About E-Mail Notifications, page 12-1](#)
- [Uploading the Language Property File, page 12-14](#)
- [About This Page: Download a Language Property File, page B-62](#)

About This Page: Download Certificate

This page is used to download certificates from Cisco Unified MeetingPlace Express. See the following topics:

- [Buttons on the Download Certificate Page, page B-64](#)
- [Finding the Download Certificate Page, page B-65](#)
- [Tasks Using the Download Certificate Page, page B-65](#)



Tip

If you linked to this section from a procedure and want to return to that procedure, click the Back button on your web browser. You can also find a link to the procedure in the [“Tasks Using the Download Certificate Page” section on page B-65](#).

Buttons on the Download Certificate Page

Table B-50 *Download Certificate Page Buttons*

| Button | Action |
|----------------------|---|
| Download Certificate | Opens the File Download dialog box so you can either open or save the certificate file. Note that this button is only displayed if there is a certificate to download. |
| Cancel | Exits the page. Note that this button is only displayed if there is a certificate to download. |
| OK | Exits the page. Note that this button is only displayed if there are no certificates to download. |

Related Topics

- [About This Page: Download Certificate, page B-64](#)

Finding the Download Certificate Page

-
- 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 **Certificate Management**.
 - Click **Download Certificates**.
-

Related Topics

- [About This Page: Download Certificate, page B-64](#)

Tasks Using the Download Certificate Page

This page is used to complete the following task:

- [Downloading a Certificate, page 10-6](#)

Related Topics

- [About Managing Certificates, page 10-1](#)
- [About This Page: Download Certificate, page B-64](#)

About This Page: Download Certificate Signing Request

This page is used to download certificate signing requests (CSRs) from the Cisco Unified MeetingPlace Express system:

- [Buttons on the Download Certificate Signing Request Page, page B-65](#)
- [Finding the Download Certificate Signing Request Page, page B-66](#)
- [Tasks Using the Download Certificate Signing Request Page, page B-66](#)



Tip

If you linked to this section from a procedure and want to return to that procedure, click the Back button on your web browser. You can also find a link to the procedure in the [“Tasks Using the Download Certificate Page” section on page B-65](#).

Buttons on the Download Certificate Signing Request Page

Table B-51 Download Certificate Signing Requests Page Button

| Button | Action |
|--------------|--|
| Download CSR | Opens the File Download dialog box so you can either open or save the certificate signing request. |

Related Topics

- [About This Page: Download Certificate Signing Request, page B-65](#)

Finding the Download Certificate Signing Request Page

-
- | | |
|--------|--|
| 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: <ul style="list-style-type: none">a. Click Certificate Management.b. Click Generate CSRs. |
| Step 4 | On the Generate Certificate Signing Requests (CSRs) page, enter values in the fields, which are described in the “About This Page: Generate Certificate Signing Requests (CSRs)” section on page B-89. |
| Step 5 | Click Generate CSRs . |
-

Related Topics

- [About This Page: Download Certificate Signing Request, page B-65](#)

Tasks Using the Download Certificate Signing Request Page

This page is used to complete the following task:

- [Generating Certificate Signing Requests \(CSRs\), page 10-2](#)

Related Topics

- [About Managing Certificates, page 10-1](#)
- [About This Page: Generate Certificate Signing Requests \(CSRs\), page B-89](#)
- [About This Page: Download Certificate Signing Request, page B-65](#)

About This Page: Edit Language Property File

This page is used to edit language property files, which define the language translations of tags used in e-mail notifications. See the following sections:

- [Fields on the Edit Language Property File Page, page B-67](#)
- [Editing Area of the Edit Language Property File Page, page B-67](#)
- [Buttons on the Edit Language Property File Page, page B-67](#)
- [Finding the Edit Language Property File Page, page B-68](#)
- [Tasks Using the Edit Language Property File Page, page B-68](#)

**Tip**

If you linked to this section from a procedure and want to return to that procedure, then click the Back button on your web browser. You can also find a link to the procedure in the [“Tasks Using the Edit Language Property File Page”](#) section on page B-68.

Fields on the Edit Language Property File Page

Table B-52 Edit Language Property File Page Fields

| Field | Description | Value |
|-----------|--|---|
| Language: | Which language property file to view and modify. | Choose from the drop-down menu of installed and enabled languages. Default: en_US (U.S. English) |

Related Topics

- [About This Page: Edit Language Property File, page B-66](#)

Editing Area of the Edit Language Property File Page

Use the editing area on this page to modify language property files, which define the language translations of the tags used in the templates.

- Because the same tags are used in multiple templates, you should preview all templates after modifying a language property file. See the [“Editing Templates for E-Mail Notifications”](#) section on page 12-11.
- To view or modify a different language property file, modify the [Language:](#) field at the top of the page.

Related Topics

- [About This Page: Edit Language Property File, page B-66](#)

Buttons on the Edit Language Property File Page

Table B-53 Edit Language Property File Page Buttons

| Button | Action |
|--------|--|
| Save | Saves any changes you made. |
| Reset | Undoes any changes you made. |
| Cancel | Exits the page without saving changes. |

Related Topics

- [About This Page: Edit Language Property File, page B-66](#)

Finding the Edit Language Property File Page

-
- 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 **E-Mail Service Administration**.
 - Click **E-Mail Notification Template Configuration**.
 - Click **Edit Language Property File**.
-

Related Topics

- [About This Page: Edit Language Property File, page B-66](#)

Tasks Using the Edit Language Property File Page

This page is used to complete the following task:

- [Editing a Language Property File, page 12-15](#)

Related Topics

- [About E-Mail Notifications, page 12-1](#)
- [About This Page: Edit Master Template \(Advanced\), page B-68](#)
- [About This Page: Edit Language Property File, page B-66](#)

About This Page: Edit Master Template (Advanced)

This page is used to modify the content and appearance of e-mail notifications. See the following topics:

- [Fields on the Edit Master Template \(Advanced\) Page, page B-69](#)
- [Editing Areas of the Edit Master Template \(Advanced\) Page, page B-69](#)
- [Buttons on the Edit Master Template \(Advanced\) Page, page B-70](#)
- [Finding the Edit Master Template \(Advanced\) Page, page B-70](#)
- [Tasks Using the Edit Master Template \(Advanced\) Page, page B-71](#)



Tip

If you linked to this section from a procedure and want to return to that procedure, then click the Back button on your web browser. You can also find a link to the procedure in the [“Tasks Using the Edit Master Template \(Advanced\) Page”](#) section on page B-71.

Fields on the Edit Master Template (Advanced) Page

Table B-54 *Edit Master Template (Advanced) Page Fields*

| Field | Description | Value |
|----------|---|--|
| Template | Which template is being modified: <ul style="list-style-type: none"> • NotifySchedule—New meeting scheduled • NotifyCancelAll—All meetings from the recurring chain cancelled • NotifyCancel—Meeting cancelled • NotifyReSchedule—Meeting rescheduled • EmailBlast—E-mail blast | NotifySchedule/ NotifyCancelAll/ NotifyCancel/ NotifyReSchedule/ EmailBlast Default: NotifySchedule |
| Format | Whether to modify the HTML or text version of the template. If you modify an e-mail notification template, you must modify both the HTML and plain text formats to keep them consistent with each other. Otherwise, users may receive different information about the same meeting, depending on the E-mail format setting in each user profile. | html/txt Default: html |
| Language | Which language property file to view and modify. | Choose from the drop-down menu of installed and enabled languages. Default: en_US (U.S. English) |

Related Topics

- [About This Page: Edit Master Template \(Advanced\)](#), page B-68

Editing Areas of the Edit Master Template (Advanced) Page

The Edit Master Template (Advanced) page has two editing areas:

- Left—Use the editing area on the left side of the page to modify the appearance of e-mail notifications.
 - For the HTML format, you can modify the font, size, color, and alignment of the text. You can also insert horizontal lines and hypertext links and modify the location of the graphics.
 - The tags (\$notify_xxxx) are defined in language property files, one of which appears on the right side of the page.
- Right—Use the editing area on the right side of the page to modify language property files, which define the language translations of the tags used in the templates.
 - Because the same tags are used in multiple templates, you should preview all templates after modifying a language property file.
 - To view or modify a different language property file, modify the [Language](#) field at the top of the page.

**Note**

The following notes apply to the graphics in e-mail notifications:

- The HTML templates display only the size and location of each graphic.
- Graphics cannot be previewed through the Administration Center and are displayed only in actual e-mail notifications.
- E-mail notification graphics cannot be modified or replaced.
- New graphics cannot be added to e-mail notifications.

Related Topics

- [About This Page: Edit Master Template \(Advanced\), page B-68](#)

Buttons on the Edit Master Template (Advanced) Page

Table B-55 *Edit Master Template (Advanced) Page Buttons*

| Button | Action |
|---------|---|
| Save | Saves any changes you made. |
| Reset | Undoes any changes you made. |
| Cancel | Exits the page without saving changes. |
| Preview | Opens a new window for previewing the e-mail notification template. |

Related Topics

- [About This Page: Edit Master Template \(Advanced\), page B-68](#)

Finding the Edit Master Template (Advanced) Page

-
- 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 **E-Mail Service Administration**.
 - Click **E-Mail Notification Template Configuration**.
 - Click **Edit Master Template (Advanced)**.
-

Related Topics

- [About This Page: Edit Master Template \(Advanced\), page B-68](#)

Tasks Using the Edit Master Template (Advanced) Page

This page is used to complete the following task:

- [Editing Templates for E-Mail Notifications, page 12-11](#)

Related Topics

- [About E-Mail Notification Templates and Language Property Files, page 12-6](#)
- [About This Page: Edit Master Template \(Basic\), page B-71](#)
- [Downloading a Language Property File, page 12-13](#)
- [About This Page: Edit Master Template \(Advanced\), page B-68](#)

About This Page: Edit Master Template (Basic)

This page is used to modify the content and appearance of e-mail notifications. See the following topics:

- [Fields on the Edit Master Template \(Basic\) Page, page B-72](#)
- [Buttons on the Edit Master Template \(Basic\) Page, page B-72](#)
- [Editing Area of the Edit Master Template \(Basic\) Page, page B-72](#)
- [Finding the Edit Master Template \(Basic\) Page, page B-73](#)
- [Tasks Using the Edit Master Template \(Basic\) Page, page B-73](#)



Tip

If you linked to this section from a procedure and want to return to that procedure, then click the Back button on your web browser. You can also find a link to the procedure in the “[Tasks Using the Edit User Groups Details Page](#)” section on page B-79.

Fields on the Edit Master Template (Basic) Page

Table B-56 *Edit Master Template (Basic) Page Fields*

| Field | Description | Value |
|----------|---|--|
| Template | Which template is being modified: <ul style="list-style-type: none"> • NotifySchedule—New meeting scheduled • NotifyCancelAll—All meetings from the recurring chain cancelled • NotifyCancel—Meeting cancelled • NotifyReSchedule—Meeting rescheduled • EmailBlast—E-mail blast | NotifySchedule/ NotifyCancelAll/ NotifyCancel/ NotifyReSchedule/ EmailBlast Default: NotifySchedule |
| Format | Whether to modify the HTML or text version of the template. If you modify an e-mail notification template, you must modify both the HTML and plain text formats to keep them consistent with each other. Otherwise, users may receive different information about the same meeting, depending on the E-mail format setting in each user profile. | html/txt Default: html |

Related Topics

- [About This Page: Edit Master Template \(Basic\), page B-71](#)

Buttons on the Edit Master Template (Basic) Page

Table B-57 *Edit Master Template (Basic) Page Buttons*

| Button | Action |
|---------|---|
| Save | Saves any changes you made. |
| Reset | Undoes any changes you made. |
| Cancel | Exits the page without saving changes. |
| Preview | Opens a new window for previewing the e-mail notification template. |

Related Topics

- [About This Page: Edit Master Template \(Basic\), page B-71](#)

Editing Area of the Edit Master Template (Basic) Page

Use the editing area on the Edit Master Template (Basic) page to modify the appearance of e-mail notifications.

- For the HTML format, you can modify the font, size, color, and alignment of the text. You can also insert horizontal lines and hypertext links and modify the location of the graphics.
- The tags (\$notify_xxxx) are defined in language property files.

**Note**

The following notes apply to the graphics in e-mail notifications:

- The HTML templates display only the size and location of each graphic.
- Graphics cannot be previewed through the Administration Center and are displayed only in actual e-mail notifications.
- E-mail notification graphics cannot be modified or replaced.
- New graphics cannot be added to e-mail notifications.

Related Topics

- [About This Page: Edit Master Template \(Basic\), page B-71](#)

Finding the Edit Master Template (Basic) Page

-
- 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:
- a. Click **System Configuration**.
 - b. Click **E-Mail Service Administration**.
 - c. Click **E-Mail Notification Template Configuration**.
 - d. Click **Edit Master Template (Basic)**.
-

Related Topics

- [About This Page: Edit Master Template \(Basic\), page B-71](#)

Tasks Using the Edit Master Template (Basic) Page

This page is used to complete the following task:

- [Editing Templates for E-Mail Notifications, page 12-11](#)

Related Topics

- [About E-Mail Notification Templates and Language Property Files, page 12-6](#)
- [About This Page: Edit Master Template \(Advanced\), page B-68](#)
- [About E-Mail Notifications, page 12-1](#)
- [About This Page: Edit Master Template \(Basic\), page B-71](#)

About This Page: Edit SNMP Community String

This page is used to edit SNMP community strings in the Cisco Unified MeetingPlace Express database:

- [Fields on the Edit SNMP Community String Page, page B-74](#)
- [Buttons on the Edit SNMP Community String Page, page B-75](#)
- [Buttons on the Edit SNMP Community String Page, page B-75](#)
- [Tasks Using the Edit SNMP Community String Page, page B-75](#)



Tip

If you linked to this section from a procedure and want to return to that procedure, click the Back button on your web browser. You can also find a link to the procedure in the [“Tasks Using the Edit SNMP Community String Page”](#) section on page B-75.

Fields on the Edit SNMP Community String Page

Table B-58 *Edit SNMP Community String Page Fields*

| Field | Description | Values |
|--|--|---|
| Community string | The name of the SNMP community string that you are adding or editing. Note that this field is dimmed. You cannot edit the name of an existing community string. | — |
| Accept SNMP packets from any host | Select this radio button to allow the SNMP community string to accept SNMP packets from any host. | — |
| Accept SNMP packets only from these hosts: | Select this radio button to allow the SNMP community string to accept SNMP packets only from hosts that you specify. | — |
| Host IP address | If you choose the Accept SNMP packets only from these hosts: radio button, enter an IP address and click Insert to allow the SNMP community string to accept SNMP packets from this IP address. | Valid IP address |
| Host IP addresses | If you choose the Accept SNMP packets only from these hosts: radio button, this field lists all IP addresses from which this SNMP community string can accept SNMP packets. To remove an IP address from this list, highlight it and click Remove . | Valid IP addresses |
| Access privileges | The access privilege given to this SNMP community string. Access privileges provide security by restricting the ability to alter the Cisco Unified MeetingPlace Express system. | Read only Read write Read write notify Notify only None |

Related Topics

- [About This Page: Edit SNMP Community String, page B-74](#)

Buttons on the Edit SNMP Community String Page

Table B-59 Edit SNMP Community String Page Buttons

| Button | Action |
|--------|--|
| Insert | Inserts a host IP address from which the SNMP community string can accept SNMP packets. |
| Remove | Removes a host IP address from the list of host IP addresses from which the SNMP community string can accept SNMP packets. |
| Save | Saves changes to the SNMP community string. |
| Reset | Returns values to the previously saved settings. |
| Cancel | Exits the page without saving any changes. |

Related Topics

- [About This Page: Edit SNMP Community String, page B-74](#)

Finding the Edit SNMP Community String Page

-
- | | |
|--------|---|
| 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: <ul style="list-style-type: none">a. Click Maintenance.b. Click SNMP.c. Click Community Strings. |
| Step 4 | Click the underlined name of a community string. |
-

Related Topics

- [About This Page: Edit SNMP Community String, page B-74](#)

Tasks Using the Edit SNMP Community String Page

This page is used to complete the following task:

- [Editing an SNMP Community String, page 13-4](#)

Related Topics

- [About SNMP, page 13-1](#)
- [About This Page: SNMP Community Strings, page B-172](#)
- [About This Page: Edit SNMP Community String, page B-74](#)

About This Page: Edit SNMP Notification Destination

This page is used to edit SNMP notification destinations in the Cisco Unified MeetingPlace Express database. See the following topics:

- [Fields on the Edit SNMP Notification Destination Page, page B-76](#)
- [Buttons on the Edit SNMP Notification Destination Page, page B-77](#)
- [Finding the Edit SNMP Notification Destination Page, page B-77](#)
- [Tasks Using the Edit SNMP Notification Destination Page, page B-77](#)



Tip

If you linked to this section from a procedure and want to return to that procedure, click the Back button on your web browser. You can also find a link to the procedure in the [“Tasks Using the Edit SNMP Notification Destination Page” section on page B-77](#).

Fields on the Edit SNMP Notification Destination Page

Table B-60 *Edit SNMP Notification Destination Page Fields*

| Field | Description | Values |
|------------------------|--|---------------------|
| Destination IP address | The IP address for this notification destination. Note that this field is dimmed. | — |
| Port number | The port number for this IP address. | A valid port number |
| SNMP version | The SNMP version that this notification destination uses. | V1 V2C |
| Notification type | The notification type for this notification destination. Note that this field is dimmed if you selected SNMP version 1. SNMP version 1 only supports traps. | inform trap |
| Security level | The security level for this notification destination. Note that this field is dimmed. | — |
| Community string | The name of the SNMP community string associated with this notification destination. Note that this field is dimmed. | — |

Related Topics

- [About This Page: Edit SNMP Notification Destination, page B-76](#)

Buttons on the Edit SNMP Notification Destination Page

Table B-61 Edit SNMP Notification Destination Page Buttons

| Button | Action |
|--------|---|
| Save | Saves changes to the SNMP notification destination. |
| Reset | Returns values to the previously saved settings. |
| Cancel | Exits the page without saving any changes. |

Related Topics

- [About This Page: Edit SNMP Notification Destination, page B-76](#)

Finding the Edit SNMP Notification Destination Page

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 Click the underlined IP address of a notification destination.

Related Topics

- [About This Page: Edit SNMP Notification Destination, page B-76](#)

Tasks Using the Edit SNMP Notification Destination Page

This page is used to complete the following task:

- [Editing an SNMP Notification Destination, page 13-7](#)

Related Topics

- [About SNMP, page 13-1](#)
- [About This Page: SNMP Notification Destinations, page B-174](#)
- [About This Page: Edit SNMP Notification Destination, page B-76](#)

About This Page: Edit User Groups Details



Note

The Edit User Groups Details page uses the same fields and buttons as the Add User Group page.

This page is used to modify an existing user group in the Cisco Unified MeetingPlace Express database. See the following topics:

- [Fields on the Edit User Groups Details Page, page B-78](#)
- [Buttons on the Edit User Groups Details Page, page B-78](#)
- [Finding the Edit User Groups Details Page, page B-78](#)
- [Tasks Using the Edit User Groups Details Page, page B-79](#)



Tip

If you linked to this section from a procedure and want to return to that procedure, then click the Back button on your web browser. You can also find a link to the procedure in the [“Tasks Using the Edit User Groups Details Page” section on page B-79](#).

Fields on the Edit User Groups Details Page

The Edit User Groups Details page uses the same fields as the Add User Group page. See [Table B-7 on page B-10](#) for detailed field descriptions.

Buttons on the Edit User Groups Details Page

The Edit User Groups Details page uses the same buttons as the Add User Group page. See [Table B-8 on page B-15](#) for detailed button descriptions.

Finding the Edit User Groups Details Page

- 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 **User Configuration**.
 - b. Click **User Group Management**.
- Step 4 In the User Group Management page, find the user group that you want to modify. See the [“Searching User Groups” section on page 6-4](#).
- Step 5 Click **Edit** in the same row as the user group that you want to modify.

Related Topics

- [About This Page: Edit User Groups Details, page B-78](#)

Tasks Using the Edit User Groups Details Page

This page is used to complete the following task:

- [Modifying User Groups, page 6-5](#)

Related Topics

- [About User Groups, page 6-1](#)
- [About This Page: User Group Management, page B-196](#)
- [About This Page: Add User Group, page B-9](#)
- [About This Page: Edit User Groups Details, page B-78](#)

About This Page: Edit User Profiles Details



Note

The Edit User Profiles Details page uses the same fields and buttons as the Add User Profile page.

This page is used to edit an existing user profile in the Cisco Unified MeetingPlace Express database. See the following topics:

- [Fields on the Edit User Profiles Details Page, page B-79](#)
- [Buttons on the Edit User Profiles Details Page, page B-79](#)
- [Finding the Edit User Profiles Details Page, page B-80](#)
- [Tasks Using the Edit User Profiles Details Page, page B-80](#)



Tip

If you linked to this section from a procedure and want to return to that procedure, then click the Back button on your web browser. You can also find a link to the procedure in the [“Tasks Using the Edit User Profiles Details Page” section on page B-80](#).

Fields on the Edit User Profiles Details Page

The Edit User Profiles Details page uses the same fields as the Add User Profile page. See [Table B-9 on page B-17](#) for detailed field descriptions.

Buttons on the Edit User Profiles Details Page

The Edit User Profiles Details page uses the same buttons as the Add User Profile page. See [Table B-10 on page B-27](#) for detailed button descriptions.

Finding the Edit User Profiles Details Page

-
- 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 **User Configuration**.
 - Click **User Profile Management**.
- Step 4** In the User Profile Management page, find the user profile that you want to modify. For help, see the [“Searching User Profiles” section on page 6-10](#).
- Step 5** Click **Edit** in the same row as the user profile that you want to modify.
-

Related Topics

- [About This Page: Edit User Profiles Details, page B-79](#)

Tasks Using the Edit User Profiles Details Page

This page is used to complete the following task:

- [Modifying User Profiles, page 6-11](#)

Related Topics

- [About User Profiles, page 6-7](#)
- [About the Guest Profile and Guest Users, page 6-28](#)
- [About This Page: User Profile Management, page B-198](#)
- [About This Page: Add User Profile, page B-16](#)
- [About This Page: Edit User Profiles Details, page B-79](#)

About This Page: E-Mail Blast

This page is used to send an e-mail message to either a pre-defined user group or to all end users in the Cisco Unified MeetingPlace Express database. See the following topics:

- [Fields on the E-Mail Blast Page, page B-81](#)
- [Buttons on the E-Mail Blast Page, page B-81](#)
- [Finding the E-Mail Blast Page, page B-81](#)
- [Tasks Using the E-Mail Blast Page, page B-82](#)



Tip

If you linked to this section from a procedure and want to return to that procedure, click the Back button on your web browser. You can also find a link to the procedure in the [“Tasks Using the E-Mail Blast Page” section on page B-82](#).

Fields on the E-Mail Blast Page

Table B-62 E-Mail Blast Page Fields

| Field | Description | Values |
|---------|--|--|
| Group | The user group to which you want to send the e-mail blast. | Choose from the drop-down menu of user groups. To send the e-mail blast to all users in the system, choose “----- All -----”. Default: “----- None -----” Note that to create a new user group, see the “About This Page: Add User Group” section on page B-9. |
| Subject | The subject of the e-mail blast. | Regular text. Default: “Administrator announcement” |
| Body | The text in the body of the e-mail blast. | Regular text. Default: blank |

Related Topics

- [About This Page: E-Mail Blast, page B-80](#)

Buttons on the E-Mail Blast Page

Table B-63 E-Mail Blast Page Buttons

| Button | Action |
|--------|--|
| Send | Sends the e-mail blast. |
| Reset | Returns values to the previously saved settings. |
| Cancel | Exits the page without sending the e-mail blast. |

Related Topics

- [About This Page: E-Mail Blast, page B-80](#)

Finding the E-Mail Blast Page

-
- 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**.
-

Related Topics

- [About This Page: E-Mail Blast, page B-80](#)

Tasks Using the E-Mail Blast Page

This page is used to complete the following task:

- [Sending E-Mail Blasts, page 13-18](#)

Related Topics

- [Sending E-Mail Blasts, page 13-18](#)
- [About This Page: E-Mail Blast, page B-80](#)

About This Page: E-Mail Notification Queue Status Report

This page displays meeting notifications that are waiting to be sent by e-mail to users:

- [Fields on the E-Mail Notification Queue Status Report Page, page B-82](#)
- [Buttons on the E-Mail Notification Queue Status Report Page, page B-83](#)
- [Finding the E-Mail Notification Queue Status Report Page, page B-83](#)
- [Tasks Using the E-Mail Notification Queue Status Report Page, page B-83](#)

**Tip**

If you linked to this section from a procedure and want to return to that procedure, then click the Back button on your web browser. You can also find a link to the procedure in the “[Tasks Using the E-Mail Notification Queue Status Report Page](#)” section on [page B-83](#).

Fields on the E-Mail Notification Queue Status Report Page

Table B-64 *E-Mail Notification Queue Status Report Page Fields*

| Field | Description |
|----------------|---|
| Meeting ID | Meeting ID, which uniquely identifies the meeting. |
| Date | Date and time of the scheduled meeting. |
| Requestor | User ID of the meeting scheduler. |
| Method | Method by which the meeting notification is sent. Will always be set to e-mail. |
| Mailbox Number | The mailbox number for this particular end user. |
| Description | Description of this e-mail notification. |

Related Topics

- [About This Page: E-Mail Notification Queue Status Report, page B-82](#)

Buttons on the E-Mail Notification Queue Status Report Page

Table B-65 E-Mail Notification Queue Status Report Page Buttons

| Button | Action |
|------------------------|--|
| Delete Notification(s) | Deletes the e-mail notifications whose checkboxes are checked. |
| Delete All | Deletes all e-mail notifications in the queue. |
| Cancel | Exits the page. |
| Export to File | Exports the information in the queue. |

Related Topics

- [About This Page: E-Mail Notification Queue Status Report, page B-82](#)

Finding the E-Mail Notification Queue Status Report Page

-
- 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:
- a. Click **Reports**.
 - b. Click **E-Mail Notification Queue Status Report**.
-

Related Topics

- [About This Page: E-Mail Notification Queue Status Report, page B-82](#)

Tasks Using the E-Mail Notification Queue Status Report Page

This page is used to complete the following tasks:

- [Displaying the E-Mail Notification Queue, page 8-12](#)
- [Deleting E-Mail Notifications in the Queue, page 12-5](#)

Related Topics

- [Exporting Information to a File, page 8-3](#)
- [About This Page: E-Mail Notification Queue Status Report, page B-82](#)

About This Page: E-Mail Notification Template Configuration

The E-Mail Notification Template Configuration page leads to other pages with the configuration options listed in [Table B-66](#).

Table B-66 *E-Mail Notification Template Configuration Area Options and Pages*

| Option | Administration Center Pages |
|--|---|
| Modify the content and appearance of e-mail notifications. | <ul style="list-style-type: none"> • About This Page: Edit Master Template (Basic), page B-71 • About This Page: Edit Master Template (Advanced), page B-68 • About This Page: Templates Default Format and Language, page B-184 (available only in Releases 1.1.1 and earlier releases) |
| View or modify language property files. | <ul style="list-style-type: none"> • About This Page: Edit Language Property File, page B-66 • About This Page: Download a Language Property File, page B-62 • About This Page: Upload a Language Property File, page B-186 |

About This Page: E-Mail Service Administration

The E-Mail Service Administration page leads to other pages with the configuration options listed in [Table B-67](#).

Table B-67 *E-Mail Service Administration Area Options and Pages*

| Option | Administration Center Pages |
|---|---|
| Configure the primary SMTP server and optional secondary SMTP server. | <ul style="list-style-type: none"> • About This Page: SMTP Server Configuration, page B-170 |
| Modify the content and appearance of e-mail notifications. | <ul style="list-style-type: none"> • About This Page: Edit Master Template (Basic), page B-71 • About This Page: Edit Master Template (Advanced), page B-68 • About This Page: Templates Default Format and Language, page B-184 (available only in Releases 1.1.1 and earlier releases) |
| View or modify language property files. | <ul style="list-style-type: none"> • About This Page: Edit Language Property File, page B-66 • About This Page: Download a Language Property File, page B-62 • About This Page: Upload a Language Property File, page B-186 |

About This Page: Enable SSL for the End-User Interface, Administration Center, and Web Conferencing

This page allows you to enable SSL in Cisco Unified MeetingPlace Express. See the following topics:

- [Fields on the Enable SSL for the End-User Interface, Administration Center, and Web Conferencing Page](#), page B-85
- [Buttons on the Enable SSL for the End-User Interface, Administration Center, and Web Conferencing Page](#), page B-86

- [Finding the Enable SSL for the End-User Interface, Administration Center, and Web Conferencing Page, page B-86](#)
- [Tasks Using the Enable SSL for the End-User Interface, Administration Center, and Web Conferencing Page, page B-87](#)

**Tip**

If you linked to this section from a procedure and want to return to that procedure, click the Back button on your web browser. You can also find a link to the procedure in the [“Tasks Using the Enable SSL for the End-User Interface, Administration Center, and Web Conferencing Page”](#) section on [page B-87](#).

Fields on the Enable SSL for the End-User Interface, Administration Center, and Web Conferencing Page

Table B-68 *Enable SSL for the End-User Interface, Administration Center, and Web Conferencing Page Fields*

| Field | Description | Values |
|--|--|---|
| For web conferencing: | | |
| Certificate file | The name of the certificate file that a CA sent to you for use with web conferencing. | To locate the file, click Browse . |
| Private key file | The name of the file containing the private key for the certificate. Note that you do not need to enter a private key file if you used the Generate CSR page to generate the certificate. | To locate the file, click Browse . |
| Password | The password for the private key file. Note that you do not need to enter a password if you used the Generate CSR page to generate the certificate. | Up to 20 characters. Note that to ensure security, the Cisco Unified MeetingPlace Express system displays the password as asterisks. |
| For the End-User Interface and Administration Center: | | |
| Certificate file | The name of the certificate file that a CA sent to you for use with the End-User Interface and Administration Center. | To locate the file, click Browse . |
| Private key file | The name of the file containing the private key for the certificate. Note that you do not need to enter a private key file if you used the Generate CSR page to generate the certificate. | To locate the file, click Browse . |
| Password | The password for the private key file. Note that you do not need to enter a password if you used the Generate CSR page to generate the certificate. | Up to 20 characters. Note that to ensure security, the Cisco Unified MeetingPlace Express system displays the password as asterisks. |

Related Topics

- [About This Page: Enable SSL for the End-User Interface, Administration Center, and Web Conferencing, page B-84](#)

**Caution**

Be sure to enter the correct values in these fields. If you inadvertently enter wrong values, the system may need to be restarted.

Buttons on the Enable SSL for the End-User Interface, Administration Center, and Web Conferencing Page

Table B-69 *Enable SSL for the End-User Interface, Administration Center, and Web Conferencing Page Button*

| Button | Action |
|---------------------|---|
| Upload Certificates | Uploads the certificates that you specified. Note that this button is only displayed if SSL is disabled. |
| Cancel | Exits the page. Note that this button is only displayed if SSL is disabled. |
| OK | Exits the page. Note that this button is only displayed if SSL is already enabled. |

Related Topics

- [About This Page: Enable SSL for the End-User Interface, Administration Center, and Web Conferencing, page B-84](#)

Finding the Enable SSL for the End-User Interface, Administration Center, and Web Conferencing Page

-
- 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 **Certificate Management**.
 - Click **Enable SSL**.
-

Related Topics

- [About This Page: Enable SSL for the End-User Interface, Administration Center, and Web Conferencing, page B-84](#)

Tasks Using the Enable SSL for the End-User Interface, Administration Center, and Web Conferencing Page

This page is used to complete the following task:

- [Enabling SSL for the End-User Interface, Administration Center, and Web Conferencing, page 10-4](#)

Related Topics

- [About Managing Certificates, page 10-1](#)
- [About This Page: Enable SSL for the End-User Interface, Administration Center, and Web Conferencing, page B-84](#)

About This Page: Export Data

The Export Data page leads to other pages with the export options listed in [Table B-70](#).

Table B-70 *Export Data Area Options and Pages*

| Option | Administration Center Page |
|---|---|
| Exporting Information about User Profiles | About This Page: Profile Information, page B-146 |
| Exporting Information about User Groups | About This Page: Group Information, page B-90 |
| Exporting Information about Meetings | About This Page: Meeting Information, page B-126 |
| Exporting Information about Outgoing Calls | About This Page: Outgoing Calls Information, page B-142 |
| Exporting Information about Meeting Participants | About This Page: Meeting Participants Report, page B-139 |
| Exporting Information about When Participants Join and Leave Meetings | About This Page: Meeting Participant Join Leave Information, page B-136 |
| Exporting Information about Scheduling Failures | About This Page: Scheduling Failures Information, page B-163 |

Related Topics

- [Running Reports and Exporting Data from Cisco Unified MeetingPlace Express, page 8-1](#)

About This Page: File Cleanup

This page is used to delete directories that contain voice files, including meeting recordings and recorded names for users who have been removed from the Cisco Unified MeetingPlace Express database. See the following topics:

- [Fields on the File Cleanup Page, page B-88](#)
- [Buttons on the File Cleanup Page, page B-88](#)
- [Finding the File Cleanup Page, page B-88](#)
- [Tasks Using the File Cleanup Page, page B-89](#)

**Tip**

If you linked to this section from a procedure and want to return to that procedure, click the Back button on your web browser. You can also find a link to the procedure in the “[Tasks Using the File Cleanup Page](#)” section on page B-89.

Fields on the File Cleanup Page

Table B-71 File Cleanup Page Fields

| Field | Description |
|---------------------------------------|---|
| Number of conference orphan folders | The number of meetings that are associated with end users who are no longer in the Cisco Unified MeetingPlace Express database. |
| Number of user profile orphan folders | The number of recorded user names for end users who are no longer in the Cisco Unified MeetingPlace Express database. |
| Disk space that will be free | The amount of disk space that will become free after running the file cleanup process. |

Related Topics

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

Buttons on the File Cleanup Page

Table B-72 File Cleanup Page Buttons

| Button | Action |
|---------|---|
| Execute | Starts the process to clean up the files. |
| Cancel | Exits the page without cleaning up any files. |

Related Topics

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

Finding the File Cleanup Page

-
- 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 **File Cleanup**.
-

Related Topics

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

Tasks Using the File Cleanup Page

This page is used to complete the following task:

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

Related Topics

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

About This Page: Generate Certificate Signing Requests (CSRs)

This page is used to generate certificate signing requests for Cisco Unified MeetingPlace Express. See the following topics:

- [Fields on the Generate Certificate Signing Requests \(CSRs\) Page, page B-89](#)
- [Buttons on the Generate Certificate Signing Requests \(CSRs\) Page, page B-90](#)
- [Finding the Generate Certificate Signing Requests \(CSRs\) Page, page B-90](#)
- [Tasks Using the Generate Certificate Signing Requests \(CSRs\) Page, page B-90](#)

**Tip**

If you linked to this section from a procedure and want to return to that procedure, click the Back button on your web browser. You can also find a link to the procedure in the “[Tasks Using the Generate Certificate Signing Requests \(CSRs\) Page](#)” section on page B-90.

Fields on the Generate Certificate Signing Requests (CSRs) Page

Table B-73 *Generate Certificate Signing Requests (CSRs) Page Fields*

| Field | Description | Values |
|-------------------|--|----------------------------|
| Organization unit | The name of your group within your organization. | Anything. ¹ |
| Organization | The name of your organization. | Anything. |
| City | The city in which you are located. | Anything. |
| State | The state in which you are located. | Anything. |
| Country | The country in which you are located. | A two-letter country code. |

1. Refer to the CA's requirements for specific instructions on filling out these fields.

Related Topics

- [About This Page: Generate Certificate Signing Requests \(CSRs\), page B-89](#)

Buttons on the Generate Certificate Signing Requests (CSRs) Page

Table B-74 Generate Certificate Signing Requests (CSRs) Page Buttons

| Button | Action |
|---------------|--|
| Generate CSRs | Generates two CSRs and opens the Download Certificate Signing Requests page. |
| Reset | Clears any values in the fields. |
| Cancel | Exits the page without saving any changes. |

Related Topics

- [About This Page: Generate Certificate Signing Requests \(CSRs\), page B-89](#)

Finding the Generate Certificate Signing Requests (CSRs) Page

-
- 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 **Certificate Management**.
 - Click **Generate CSRs**.
-

Related Topics

- [About This Page: Generate Certificate Signing Requests \(CSRs\), page B-89](#)

Tasks Using the Generate Certificate Signing Requests (CSRs) Page

This page is used to complete the following task:

- [Generating Certificate Signing Requests \(CSRs\), page 10-2](#)

Related Topics

- [About Managing Certificates, page 10-1](#)
- [About This Page: Generate Certificate Signing Requests \(CSRs\), page B-89](#)

About This Page: Group Information

This page is used to export user group information from the Cisco Unified MeetingPlace Express database. See the following topics:

- [Fields on the Group Information Page, page B-91](#)
- [Buttons on the Group Information Page, page B-91](#)

- [Output Fields of the Group Information Page, page B-91](#)
- [Finding the Group Information Page, page B-99](#)
- [Tasks Using the Group Information Page, page B-100](#)

**Tip**

If you linked to this section from a procedure and want to return to that procedure, then click the Back button on your web browser. You can also find a link to the procedure in the [“Tasks Using the Group Information Page” section on page B-100](#).

Fields on the Group Information Page

Table B-75 *Group Information Page Fields*

| Field | Description | Value |
|----------------------------|---|--|
| Destination | Destination of the exported information. For descriptions, restrictions, and recommendations for each option, see the “About Export Destinations” section on page 8-2 . | Screen File Printer Default: Screen |
| Include field header names | Whether or not to include the field header names in the exported file. | No Yes Default: Yes |

Related Topics

- [About This Page: Group Information, page B-90](#)

Buttons on the Group Information Page

Table B-76 *Group Information Page Buttons*

| Button | Action |
|---------------|--|
| Create Report | Exports the user group information from the Cisco Unified MeetingPlace Express database. |
| Cancel | Exits the page. |

Related Topics

- [About This Page: Group Information, page B-90](#)

Output Fields of the Group Information Page

[Table B-77](#) lists, in alphabetical order, the output fields that the system displays after exporting user group information. It also includes a description and allowable values for each field.

**Note**

The following notes apply when you use the exported output to create import files:

- These headers (and their corresponding information) can be arranged in any order, as long as the information in the header and the corresponding information are in the same order. So if you move the fnm field to the second position in the header, you must move the fnm information in the data files to the second position.
- Several fields are not supported in this release of Cisco Unified MeetingPlace Express but may be used in future releases. These fields are noted in the table.
- The grpnum and Name fields are required when importing and deleting user groups.

Table B-77 *Output Fields for Importing User Groups*

| Header Field | Description | Allowable Values |
|-------------------------------|---|--|
| Required Header Fields | | |
| grpnum | Number used to identify this user group. | 0 to 17 numeric characters (0 - 9) Default: 0 |
| Name | Name by which you want to identify the user group. Recommendation: Use a name that describes the users in the group, such as "Marketing." Restrictions: <ul style="list-style-type: none"> • Do not include spaces. Instead, use an underscore character (_), for example, "Field_Sales." • Unicode is not supported. | 1 to 17 alphanumeric characters Default: System |
| Optional Header Fields | | |
| 1stSearch | The default first number that the system uses to search for users in this group. | Main Alternate Flex None Default: None |
| 2ndSearch | The default second number that the system uses to search for users in this group. | Main Alternate Flex None Default: None |
| 3rdSearch | The default third number that the system uses to search for users in this group. | Main Alternate Flex None Default: None |
| allowguestoutdial | <i>Not supported</i> | — |

Table B-77 **Output Fields for Importing User Groups (continued)**

| Header Field | Description | Allowable Values |
|----------------------|--|--|
| AllowInternetAccess | <i>Not supported.</i> | — |
| altnotifprf | Alternative e-mail notification delivery method to use if the preferred method fails. | None E-mail Default: None |
| announceqarr | <i>Not supported.</i> | — |
| announceqdep | <i>Not supported.</i> | — |
| attndprf | <p>The method by which users in this group join the following types of meetings:</p> <ul style="list-style-type: none"> • Meetings that they schedule • Meetings to which they are invited by profile <p>Options:</p> <ul style="list-style-type: none"> • Have user call in—Users either call into meetings or use the Call Me dial-out feature from the web. • Have system find user—Enables the Find Me dial-out feature for users in this group. <p>See the “About Dial-Out Features and Voice Prompt Languages” section on page 6-18.</p> | <p>Have user call in Have system find user</p> <p>Default: Have user call in</p> |
| autodistatts | <i>Not supported.</i> | — |
| autostrtrcrd | Whether the system should automatically start recording this meetings for this group’s users. | Yes No Default: No |
| BillCode | <p>Code used in billing reports. For more information, see the “About Billing Information” section on page 6-26.</p> <p>Recommendation: Follow existing conventions at your company, such as department codes.</p> | 0 to 17 alphanumeric characters |
| canallowguestoutdial | Whether guest users can make outgoing calls. | Yes No Default: No |
| CanChangeMtgID | <i>Not supported.</i> | — |

Table B-77 **Output Fields for Importing User Groups (continued)**

| Header Field | Description | Allowable Values |
|---------------------|---|---|
| CanOutdial | Whether or not dial-out privileges are enabled for users in this group. To enable dial-out privileges and the Find Me feature, select Yes. For more information, see the following topics: <ul style="list-style-type: none"> About Dial-Out Features and Voice Prompt Languages, page 6-18 About the Find Me Feature, page 6-20. | Yes No Default: No |
| CanRecordMeetings | Whether users in this group record meetings, by default. | Yes No Default: |
| chatclienttype | <i>Not supported.</i> | — |
| concurrentquestions | <i>Not supported.</i> | — |
| ContactID | Username of this user group's delegate who is allowed to schedule, monitor, and reschedule Cisco Unified MeetingPlace Express meetings on behalf of the users in this group and manage their user profiles. For more information, see the “About Delegates” section on page 6-15. Restriction: This field cannot contain the following special characters: !@#\$\$%^&*()+= -[] \ ' ; , . / { } " : < > ? | 0 to 17 alphanumeric characters |
| dfltnotifprio | Priority given to e-mail notifications sent when users in this group schedule meetings. | Low Normal Urgent Default: Normal |
| disablerollcall | <i>Not supported.</i> | — |
| emailtype | E-mail system used by this group's users. | None cc:Mail Lotus Notes Microsoft Mail Microsoft Exchange Qualcomm Eudora Netscape Messenger Other Default: None |
| fadvanceinfo | <i>Not supported.</i> | — |
| fallowdataconf | <i>Not supported.</i> | — |

Table B-77 Output Fields for Importing User Groups (continued)

| Header Field | Description | Allowable Values |
|-------------------------|--|--|
| fallowguestview | Whether or not to publicly display meetings that are scheduled by this user on the Find Meeting end-user page. Restriction: This field is ignored for reservationless meetings, which are always publicly listed after the first person joins the voice meeting. | Yes No Default: No |
| fautoproenabled | <i>Not supported.</i> | — |
| faxnum | <i>Not supported.</i> | — |
| faxxlattablenum | <i>Not supported.</i> | — |
| fCanInviteRemoteServers | <i>Not supported.</i> | — |
| fchatsession | <i>Not supported.</i> | — |
| fEndMtgWarn | Whether the system should display an end of meeting warning by default for the meetings that the users in this group schedule. | Yes No Default: No |
| fismtgseminartype | <i>Not supported.</i> | — |
| fMtgExtendPrompts | Whether the system should support extended prompts for the meetings that the users in this group schedule. | Yes No Default: No |
| fqnadisable | <i>Not supported.</i> | — |
| fstartpeopleinwr | <i>Not supported.</i> | — |
| ftellpartpos | <i>Not supported.</i> | — |
| groupulallowed | <i>Not supported.</i> | — |
| IsAdvancedPrompts | <i>Not supported.</i> | — |
| maxattsprmtg | <i>Not supported.</i> | — |
| MaxImmedMtgPerDay | <i>Not supported.</i> | — |
| MaximumMeetingLength | Maximum length of a meeting, in minutes. Users in this group cannot schedule meetings longer than this amount. Restriction: This number cannot exceed the value entered in the Maximum meeting length (minutes) field. See the “About This Page: Meeting Configuration” section on page B-121 . | Range: 2 to 1440 Default: 240 |
| MaxVUIODsPerMtg | <i>Not supported.</i> | — |
| meetingcategory | <i>Not supported.</i> | — |
| MeetingRestriction | Who can attend the meetings scheduled by users in this group. | Anyone Users Invited Users Default: |

Table B-77 **Output Fields for Importing User Groups (continued)**

| Header Field | Description | Allowable Values |
|----------------------|--|--|
| MtgNoteRestriction | <i>Not supported.</i> | — |
| NamedDisconnect | The announcement that is played when users in this group leave a meeting. | Beep only Beep+Name Silent Default: Beep+Name |
| NamedIntroduction | The announcement that is played when users in this group join a meeting. | Beep only Beep+Name Silent Default: Beep+Name |
| nondidpgrnum | Shared pager phone number for this user group's non-direct-dial pagers. PIN numbers for the pager system are configured in the individual user profiles. Restrictions: <ul style="list-style-type: none"> This field applies only to users whose individual user profiles are configured with a non-direct-dial pager PIN number in the Search order for "Find Me" field. Only the following characters are allowed: (),-, and 0-9. | 0 to 32 numeric characters |
| numdataparts | <i>Not supported.</i> | — |
| ODXLatTableNum | <i>Not supported.</i> | — |
| PasswordRequired | Whether or not meetings scheduled by users in this group require a password. This field also applies to reservationless meetings. | Yes No Default: No |
| PasswordRequiredOnOD | Whether or not a dial-out participant must provide a profile password before being admitted into the voice meeting. See the "About Toll Fraud Prevention" section on page 9-6. | Yes No Default: Yes |
| pgrtype | The default type of pager for the users in this group. | DIDpager None Default: None |
| playattlstfifo | <i>Not supported.</i> | — |
| preferredunit | <i>Not supported.</i> | — |
| privateulallowed | <i>Not supported.</i> | — |
| prmrynotifprf | The primary delivery method that the system uses to deliver e-mail notifications for users in this group, as a default. | E-mail None Default: None |
| profileflex1 | <i>Not supported.</i> | — |

Table B-77 **Output Fields for Importing User Groups (continued)**

| Header Field | Description | Allowable Values |
|----------------------|---|---------------------------------|
| profileflex2 | <i>Not supported.</i> | — |
| profileflex3 | <i>Not supported.</i> | — |
| profileflex4 | <i>Not supported.</i> | — |
| profileflex5 | <i>Not supported.</i> | — |
| profileflex6 | <i>Not supported.</i> | — |
| profileflex7 | <i>Not supported.</i> | — |
| publiculallowed | <i>Not supported.</i> | — |
| qnanotify | <i>Not supported.</i> | — |
| QuickMtgEntryAllowed | <i>Not supported.</i> | — |
| rcvattswnotif | Whether this group's users receive the attendance list with e-mail notifications about meetings they are invited to (if the meeting scheduler sends them). | Yes No Default: No |
| rcvnotifs | Whether or not users in this group receive e-mail notifications. Recommendation: Use a consistent setting across your user base. Also, avoid changing this setting once Cisco Unified MeetingPlace Express is already in use, because users might already expect and rely on the current e-mail notification behavior. | Yes No Default: Yes |
| RecordMeetings | Whether by default meetings scheduled by this group's users are recorded. | Yes No Default: No |
| RsvnlessCnfg | Whether this group uses reservationless meetings, as a default. | 0 = no 1 = yes Default: 0 |
| schedhomesiteonly | <i>Not supported.</i> | — |
| schedprefunitonly | <i>Not supported.</i> | — |
| ScreenedIntroduction | <i>Not supported.</i> | — |
| site | <i>Not supported.</i> | — |
| sndinvlstwnotif | Whether or not to include the names of meeting invitees in e-mail notifications sent when users in this group schedule meetings. | Yes No Default: No |

Table B-77 **Output Fields for Importing User Groups (continued)**

| Header Field | Description | Allowable Values |
|-----------------|--|-------------------------------|
| sndmtgpwdwnotif | Whether or not meeting passwords (if any) are included in e-mail notifications sent when users in this group schedule meetings. Recommendation: Use a consistent setting across your user base. Also, avoid changing this setting once Cisco Unified MeetingPlace Express is already in use, because users might already expect and rely on the current e-mail notification behavior. | Yes No Default: No |
| sndnotifonmtgch | Whether or not e-mail notifications are sent when the following meeting parameters change: <ul style="list-style-type: none">• Date or time• Password• Meeting ID• List of invitees Recommendation: Use a consistent setting across your user base. Also, avoid changing this setting once Cisco Unified MeetingPlace Express is already in use, because users might already expect and rely on the current e-mail notification behavior. | Yes No Default: No |
| sndnotifs | Whether or not e-mail notifications are sent when users in this group schedule meetings. Restriction: Notifications are never sent for reservationless meetings. Recommendation: Use a consistent setting across your user base. Also, avoid changing this setting once Cisco Unified MeetingPlace Express is already in use, because users might already expect and rely on the current e-mail notification behavior. | Yes No Default: Yes |
| SSI_RollMapID | <i>Not supported.</i> | — |
| SSI_SiteID | <i>Not supported.</i> | — |
| SSI_SystemID | <i>Not supported.</i> | — |

Table B-77 *Output Fields for Importing User Groups (continued)*

| Header Field | Description | Allowable Values |
|--------------|---|--|
| tzcode | User group's time zone. Set the time zone for the geographical location in which the user group typically conducts business. For more information, see the “About Time Zones” section on page 6-24 . The default value, Local time of Cisco Unified MeetingPlace Express server, is the time zone specified for the server during installation. | Choose from the options in the drop-down menu. Default: Local time of Cisco Unified MeetingPlace Express server |
| updatetime | The date and time of the last change to a file or record associated with the users in this group. Note that this field is read-only. | MM/DD/YYYY HH:MM |
| VLanguage | Preferred language for this user group, used in Cisco Unified MeetingPlace Express voice prompts. Language preferences may vary for individual users in a group. You can select a language for each user in the individual user profile. Options are the languages that were previously installed and activated on the Cisco Unified MeetingPlace Express system. See the “About Languages” section on page 3-2 . | Choose from the options in the drop-down menu. Default: English (US) |

Related Topics

- [About This Page: Group Information, page B-90](#)

Finding the Group Information Page

-
- 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 **Maintenance**.
 - Click **Export Information**.
 - Click **Group Information**.
-

Related Topics

- [About This Page: Group Information, page B-90](#)

Tasks Using the Group Information Page

This page is used to complete the following task:

- [Exporting Information about User Groups, page 8-5](#)

Related Topics

- [About Export Destinations, page 8-2](#)
- [Importing User Groups, page 7-3](#)
- [About This Page: Group Information, page B-90](#)

About This Page: H.323 Configuration

This page is used to connect Cisco Unified MeetingPlace Express to a call-control device such as Cisco Unified CallManager. See the following topics:

- [Fields on the H.323 Configuration Page, page B-101](#)
- [Buttons on the H.323 Configuration Page, page B-102](#)
- [Finding the H.323 Configuration Page, page B-102](#)
- [Tasks Using the H.323 Configuration Page, page B-103](#)



Tip

If you linked to this section from a procedure and want to return to that procedure, then click the Back button on your web browser. You can also find a link to the procedure in the [“Tasks Using the H.323 Configuration Page” section on page B-103](#).

Fields on the H.323 Configuration Page

Table B-78 *H.323 Configuration Page Fields*

| Field | Description | Value |
|------------------|--|--|
| H.323 enabled | <p>Whether or not H.323 is enabled.</p> <p>Note the following:</p> <ul style="list-style-type: none"> If this field is set to No, then incoming H.323 calls cannot be received. It takes about one minute to bring up the service after enabling H.323. While the H.323 service is coming up, H.323 calls will not work. To use H.323 for outgoing calls, see the “About This Page: Dial Configuration” section on page B-53. | <p>Yes/No</p> <p>Default: Yes</p> |
| E.164 address | <p>Phone number of the Cisco Unified MeetingPlace Express server.</p> <p>If Cisco Unified MeetingPlace Express uses H.323 to dial out to a Cisco Unified IP Phone, this number appears on the Cisco Unified IP Phone screen.</p> <p>This field must match the phone number configured in the call-control device to route calls to Cisco Unified MeetingPlace Express.</p> | <p>Up to 24 digits</p> <p>Default: 0000</p> |
| H.323 ID | <p>Alias used to identify the Cisco Unified MeetingPlace Express server as an H.323 endpoint.</p> <p>If a user calls Cisco Unified MeetingPlace Express from a Cisco Unified IP Phone, the H.323 ID appears on the Cisco Unified IP Phone screen.</p> | <p>Up to 128 characters</p> <p>Default: Cisco Unified MeetingPlace Express</p> |
| Local H.323 port | <p>TCP or UDP port used for incoming H.323 calls to Cisco Unified MeetingPlace Express.</p> <p>Restriction: This field must be set to TCP port 1720.</p> <p>The following port settings are automatically configured on Cisco Unified MeetingPlace Express and cannot be modified:</p> <ul style="list-style-type: none"> UDP port 1719 is used for Registration Admission Status (RAS) signaling to a gatekeeper. TCP port 1720 is used for outgoing H.323 calls from Cisco Unified MeetingPlace Express. | <p>1720 (Do not modify)</p> <p>Default: 1720</p> |
| Use gatekeeper | <p>Whether or not to use a gatekeeper, which can be used for address resolution, call routing, and bandwidth control.</p> <p>For Cisco Unified CallManager integration, this field must be set to No.</p> | <p>Yes/No</p> <p>Default: No</p> |
| Gatekeeper | <p>Gatekeeper IP address. Enter the decimal value of one octet in each field.</p> <p>If you select No for the Use gatekeeper field, then these fields are inactive.</p> | <p>Range: 0 to 255</p> <p>Default: 0</p> |

Table B-78 *H.323 Configuration Page Fields (continued)*

| Field (continued) | Description | Value |
|-------------------|--|-------------------------------|
| H.323 gateway 1 | IP address of the H.323 gateway, which connects the IP network with the public switched telephone network (PSTN). Enter the decimal value of one octet in each field. For Cisco Unified CallManager integration, this field must contain the IP address of the Cisco Unified CallManager server. | Range: 0 to 255 Default: 0 |
| H.323 gateway 2 | IP address of an optional failover H.323 gateway. Enter the decimal value of one octet in each field. | Range: 0 to 255 Default: 0 |
| H.323 gateway 3 | IP address of an optional failover H.323 gateway. Enter the decimal value of one octet in each field. | Range: 0 to 255 Default: 0 |
| H.323 gateway 4 | IP address of an optional failover H.323 gateway. Enter the decimal value of one octet in each field. | Range: 0 to 255 Default: 0 |
| H.323 gateway 5 | IP address of an optional failover H.323 gateway. Enter the decimal value of one octet in each field. | Range: 0 to 255 Default: 0 |

Related Topics

- [About This Page: H.323 Configuration, page B-100](#)

Buttons on the H.323 Configuration Page

Table B-79 *H.323 Configuration Page Buttons*

| Button | Action |
|----------------|--|
| Save | Saves the settings. |
| Reset | Returns values to the previously saved settings. |
| Cancel | Exits the page without saving any changes. |
| Export to file | Exports values to a text file. |

Related Topics

- [About This Page: H.323 Configuration, page B-100](#)

Finding the H.323 Configuration Page

-
- 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 **System Configuration**.
 - Click **Call Configuration**.
 - Click **H.323 Configuration**.
-

Related Topics

- [About This Page: H.323 Configuration, page B-100](#)

Tasks Using the H.323 Configuration Page

This page is used to complete the following tasks:

- [Configuring Cisco Unified MeetingPlace Express: Connecting to Cisco Unified CallManager, page 5-6](#)
- [Configuring Cisco Unified MeetingPlace Express: Connecting to a Standards-Based H.323 Call-Control Device, page 5-26](#)
- [Configuring Cisco Unified MeetingPlace Express: Adding the Gatekeeper, page 5-38](#)

Related Topics

- [Configuring Call-Control Integration for Cisco Unified MeetingPlace Express, page 5-1](#)
- [About This Page: SIP Configuration, page B-167](#)
- [About This Page: H.323 Configuration, page B-100](#)
- [About This Page: Dial Configuration, page B-53](#)

About This Page: Import Cisco Conference Connection Meetings

This page is used to import recurring and future meetings from a Cisco Conference Connection database. See the following topics:

- [Fields on the Import Cisco Conference Connection Meetings Page, page B-104](#)
- [Buttons on the Import Cisco Conference Connection Meetings Page, page B-104](#)
- [Finding the Import Cisco Conference Connection Meetings Page, page B-105](#)
- [Tasks Using the Import Cisco Conference Connection Meetings Page, page B-105](#)



Tip

If you linked to this section from a procedure and want to return to that procedure, then click the Back button on your web browser. You can also find a link to the procedure in the “[Tasks Using the Import Cisco Conference Connection Meetings Page](#)” section on page B-105.

Fields on the Import Cisco Conference Connection Meetings Page

Table B-80 *Import Cisco Conference Connection Meetings Page Fields*

| Field | Description | Value |
|----------------------------|--|---|
| Scheduled conferences file | Directory path and filename of the Cisco Conference Connection file that contains all the scheduled meetings. | To locate the file, click Browse . |
| Repeated conferences file | Directory path and filename of the Cisco Conference Connection file that contains all the repeated meetings. | To locate the file, click Browse . |
| Send log info to | Whether to display the log information on the screen or to send the log information to a file. Recommendation: Send the log information to a file. | Screen File Default: Screen |
| Error threshold | If the number of errors that occur while importing a meeting file is greater than this error threshold, then the system aborts the import. To estimate the error threshold, determine the number of meetings (not records) in the meetings file and add 10. Examples of possible errors include: <ul style="list-style-type: none"> • If you import a recurring meeting, then repeated records generate an error. • If you import a meeting that requires more ports than your system has. • If you import a meeting that has the same meeting ID as an existing meeting. | Range: 1 to 5000 Default: 50 |

Related Topics

- [About This Page: Import Cisco Conference Connection Meetings, page B-103](#)

Buttons on the Import Cisco Conference Connection Meetings Page

Table B-81 *Import Cisco Conference Connection' Meetings Page Buttons*

| Button | Action |
|---------|--|
| Execute | Imports the meeting information from the specified import file to the Cisco Unified MeetingPlace Express database. |
| Reset | Returns values to the previously saved settings. |
| Cancel | Exits the page without saving any changes. |

Related Topics

- [About This Page: Import Cisco Conference Connection Meetings, page B-103](#)

Finding the Import Cisco Conference Connection Meetings Page

-
- 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 **Maintenance**.
 - Click **Import Information**.
 - Click **Cisco Conference Connection**.
-

Related Topics

- [About This Page: Import Cisco Conference Connection Meetings, page B-103](#)

Tasks Using the Import Cisco Conference Connection Meetings Page

This page is used to complete the following task:

- [Importing Cisco Conference Connection Meetings, page 7-11](#)

Related Topics

- [About This Page: Import Meetings, page B-107](#)
- [About This Page: Import Cisco Conference Connection Meetings, page B-103](#)
- [Importing Meetings, page 7-9](#)

About This Page: Import Group Profiles

This page is used to import user group information that is specified in a comma-separated values (CSV) formatted file into Cisco Unified MeetingPlace Express. See the following topics:

- [Fields on the Import Group Profiles Page, page B-106](#)
- [Buttons on the Import Group Profiles Page, page B-106](#)
- [Finding the Import Group Profiles Page, page B-106](#)
- [Tasks Using the Import Group Profiles Page, page B-107](#)



Tip

If you linked to this section from a procedure and want to return to that procedure, then click the Back button on your web browser. You can also find a link to the procedure in the [“Tasks Using the Import Group Profiles Page” section on page B-107](#).

Fields on the Import Group Profiles Page

Table B-82 *Import Group Profiles Page Fields*

| Field | Description | Value |
|----------------------------------|---|--|
| Action to perform | Whether to add or delete user groups from the database. | Add groups to system Delete groups from system Default: Add groups to system |
| Data file to use | Directory path and filename of the import file that contains the user group information. | To locate the file, click Browse . |
| Overwrite duplicate information? | Whether to overwrite data that is duplicated in the target file as a result of importing. | No Yes Default: No |
| Send log info to | Whether to display the log information on the screen or in a file. | Screen File Default: Screen |
| Error threshold | If the number of errors that occur while importing groups is greater than this error threshold, the system aborts the import. To estimate the error threshold, determine the number of groups in the import file and add 10. | 1 to 5000 Default: 50 |

Related Topics

- [About This Page: Import Group Profiles, page B-105](#)

Buttons on the Import Group Profiles Page

Table B-83 *Import Group Profiles Page Buttons*

| Button | Action |
|---------|---|
| Execute | Imports the user group information from the specified import file to the Cisco Unified MeetingPlace Express database. |
| Reset | Returns values to the previously saved settings. |
| Cancel | Exits the page without saving any changes. |

Related Topics

- [About This Page: Import Group Profiles, page B-105](#)

Finding the Import Group Profiles Page

-
- 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:
- a. Click **Maintenance**.
 - b. Click **Import Information**.
 - c. Click **Group Profiles**.

- Related Topics
- [About This Page: Import Group Profiles, page B-105](#)

Tasks Using the Import Group Profiles Page

- This page is used to complete the following task:
- [Importing User Groups, page 7-3](#)

- Related Topics
- [Requirements for Importing Data, page 7-1](#)
 - [About This Page: Import Group Profiles, page B-105](#)

About This Page: Import

The Import Information page leads to other pages with configuration options listed in [Table B-84](#).

Table B-84 Import Information Area Options and Pages

| Option | Administration Center Page |
|-----------------------------|--|
| User Profiles | About This Page: Import User Profiles, page B-109 |
| Group Profiles | About This Page: Import Group Profiles, page B-105 |
| Meetings | About This Page: Import Meetings, page B-107 |
| Cisco Conference Connection | About This Page: Import Cisco Conference Connection Meetings, page B-103 |

About This Page: Import Meetings

- This page is used to add or delete meetings that are specified in a comma-separated values (CSV) formatted file. See the following topics:
- [Fields on the Import Meetings Page, page B-108](#)
 - [Buttons on the Import Meetings Page, page B-108](#)
 - [Finding the Import Meetings Page, page B-109](#)
 - [Tasks Using the Import Meetings Page, page B-109](#)

**Tip**

If you linked to this section from a procedure and want to return to that procedure, then click the Back button on your web browser. You can also find a link to the procedure in the [“Tasks Using the Import Meetings Page” section on page B-109](#).

Fields on the Import Meetings Page

Table B-85 *Import Meetings Page Fields*

| Field | Description | Value |
|-------------------|---|--|
| Action to perform | Whether to schedule or cancel meetings from the database. | Schedule meetings Cancel meetings Default: Schedule meetings |
| Data file to use | Directory path and filename of the import file that contains the user profile information. | To locate the file, click Browse . |
| Scheduler user ID | Username to enter as the owner of meetings with blank SchedulerUid fields in the import file. | Any valid username Default: your username |
| Send log info to | Whether to display the log information on the screen or in a file. | Screen File Default: Screen |
| Error threshold | If the number of errors that occur while importing a meeting file is greater than this error threshold, then the system aborts the import. To estimate the error threshold, determine the number of meetings (not records) in the meetings file and add 10. See the “Examples of Meeting Import Errors” section on page 7-9 . | Range: 1 to 5000 Default: 50 |

Related Topics

- [About This Page: Import Meetings, page B-107](#)

Buttons on the Import Meetings Page

Table B-86 *Import Meetings Page Buttons*

| Button | Action |
|---------|--|
| Execute | Imports the meeting information from the specified import file to the Cisco Unified MeetingPlace Express database. |
| Reset | Returns values to the previously saved settings. |
| Cancel | Exits the page without saving any changes. |

Related Topics

- [About This Page: Import Meetings, page B-107](#)

Finding the Import Meetings Page

-
- 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 **Maintenance**.
 - Click **Import Information**.
 - Click **Meetings**.
-

Related Topics

- [About This Page: Import Meetings, page B-107](#)

Tasks Using the Import Meetings Page

This page is used to complete the following task:

- [Importing Meetings, page 7-9](#)

Related Topics

- [Requirements for Importing Data, page 7-1](#)
- [About This Page: Import Meetings, page B-107](#)

About This Page: Import User Profiles

This page is used to import user profile information that is specified in a comma-separated values (CSV) formatted file. See the following topics:

- [Fields on the Import User Profiles Page, page B-110](#)
- [Buttons on the Import User Profiles Page, page B-110](#)
- [Finding the Import User Profiles Page, page B-110](#)
- [Tasks Using the Import User Profiles Page, page B-111](#)



Tip

If you linked to this section from a procedure and want to return to that procedure, then click the Back button on your web browser. You can also find a link to the procedure in the “[Tasks Using the Import User Profiles Page](#)” section on page B-111.

Fields on the Import User Profiles Page

Table B-87 Import User Profiles Page Fields

| Field | Description | Value |
|----------------------------------|---|--|
| Action to perform | Whether to add or delete user profiles from the database. Note that if you delete a user, all meetings associated with that user are deleted, too. | Add profiles to system Delete profiles from system Default: Add profiles to system |
| Data file to use | Directory path and filename of the import file that contains the user profile information. | To locate the file, click Browse . |
| Overwrite duplicate information? | Whether to overwrite data that is duplicated in the target file as a result of importing. | No Yes Default: No |
| Send log info to | Whether to display the log information on the screen or in a file. | Screen File Default: Screen |
| Error threshold | If the number of errors that occur while importing user profiles is greater than this error threshold, the system aborts the import. To estimate the error threshold, determine the number of users in the import file and add 10. | Range: 1 to 5000 Default: 50 |

Related Topics

- [About This Page: Import User Profiles, page B-109](#)

Buttons on the Import User Profiles Page

Table B-88 Import User Profiles Page Buttons

| Button | Action |
|---------|---|
| Execute | Imports the user profile information from the specified import file to the Cisco Unified MeetingPlace Express database. |
| Reset | Returns values to the previously saved settings. |
| Cancel | Exits the page without saving any changes. |

Related Topics

- [About This Page: Import User Profiles, page B-109](#)

Finding the Import User Profiles Page

-
- 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 **Maintenance**.
 - Click **Import Information**.
 - Click **User Profiles**.
-

Related Topics

- [About This Page: Import User Profiles, page B-109](#)

Tasks Using the Import User Profiles Page

This page is used to complete the following task:

- [Importing User Profiles, page 7-6](#)

Related Topics

- [Requirements for Importing Data, page 7-1](#)
- [Importing User Profiles, page 7-6](#)
- [About This Page: Import User Profiles, page B-109](#)

About This Page: In-Session Monitoring

This page is used to display information about meetings that are currently in session. See the following topics:

- [Fields on the In-Session Monitoring Page, page B-112](#)
- [Buttons on the In-Session Monitoring Page, page B-112](#)
- [Display Options for the In-Session Monitoring Page, page B-112](#)
- [Finding the In-Session Monitoring Page, page B-112](#)
- [Tasks Using the In-Session Monitoring Page, page B-113](#)

**Tip**

If you linked to this section from a procedure and want to return to that procedure, then click the Back button on your web browser. You can also find a link to the procedure in the [“Tasks Using the In-Session Monitoring Page”](#) section on [page B-113](#).

Fields on the In-Session Monitoring Page

Table B-89 *In-Session Monitoring Page Fields*

| Field | Description |
|--|--|
| Meetings In Session | |
| Meeting ID | Meeting ID, which uniquely identifies the meeting. |
| Subject | Subject of the meeting. |
| Scheduler | User ID of the person who scheduled the meeting. |
| Participants for meeting <Meeting ID> | |
| Name | Names of all current participants. |

Related Topics

- [About This Page: In-Session Monitoring, page B-111](#)

Buttons on the In-Session Monitoring Page

Table B-90 *In-Session Monitoring Page Buttons*

| Button | Action |
|---------|---|
| Refresh | Updates the page to reflect meetings that are currently in session. |
| Cancel | Exits the page. |

Related Topics

- [About This Page: In-Session Monitoring, page B-111](#)

Display Options for the In-Session Monitoring Page

By default, the right side of this page displays the participants of the meeting at the top of the list. To display the participants of a different meeting, click the underlined ID of that meeting.

Related Topics

- [About This Page: In-Session Monitoring, page B-111](#)

Finding the In-Session Monitoring Page

-
- 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 **Reports**.
 - Click **In-Session Monitoring**.
-

Related Topics

- [About This Page: In-Session Monitoring, page B-111](#)

Tasks Using the In-Session Monitoring Page

This page is used to complete the following task:

- [Monitoring Meetings in Session, page 8-13](#)

Related Topics

- [About Attendants, page 6-16](#)
- [About This Page: In-Session Monitoring, page B-111](#)

About This Page: Install Licenses

This page is used to install new or incremental licenses. See the following topics:

- [Fields on the Install Licenses Page, page B-114](#)
- [Buttons on the Install Licenses Page, page B-114](#)
- [Finding the Install Licenses Page, page B-114](#)
- [Tasks Using the Install Licenses Page, page B-115](#)



Tip

If you linked to this section from a procedure and want to return to that procedure, click the Back button on your web browser. You can also find a link to the procedure in the [“Tasks Using the Install Licenses Page”](#) section on page B-115.

Fields on the Install Licenses Page

Table B-91 *Install Licenses Page Fields*

| Field | Description | Values |
|---------------------------------|--|---|
| Upload new license file | Specifies to delete all previously installed licenses before installing the license file. Restriction: 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. | — |
| Host ID (MAC address) | MAC address of the server. Use the value in this field to obtain licenses. See the “Installing Licenses” section on page 13-11 . | (Read only) |
| License file to use | Directory path and filename of the license file. | To locate the file, click Browse . |

Related Topics

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

Buttons on the Install Licenses Page

Table B-92 *Install Licenses Page Buttons*

| Button | Action |
|-------------------------|--|
| Install License | Installs the license that is specified in the License file to use field. |
| Restart License Manager | Restarts the Cisco Unified MeetingPlace Express license manager. |
| Restore Previous | Reverts back to the previous license file. |
| Reset | Returns values to the previously saved settings. |
| Cancel | Exits the page without installing any licenses. |
| Download License | Saves the license file to any location that you specify. |

Related Topics

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

Finding the Install Licenses Page

-
- 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 **Install Licenses**.
-

Related Topics

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

Tasks Using the Install Licenses Page

This page is used to complete the following task:

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

Related Topics

- [About Licenses, page 13-8](#)
- [About This Page: Licenses Summary, page B-115](#)
- [About This Page: Install Licenses, page B-113](#)

About This Page: Licenses Summary

This page is used to display and download licenses for the Cisco Unified MeetingPlace Express system. See the following topics:

- [Fields on the Licenses Summary Page, page B-116](#)
- [Buttons on the Licenses Summary Page, page B-116](#)
- [Finding the Licenses Summary Page, page B-116](#)
- [Tasks Using the Licenses Summary Page, page B-117](#)



Tip

If you linked to this section from a procedure and want to return to that procedure, click the Back button on your web browser. You can also find a link to the procedure in the “[Tasks Using the Licenses Summary Page](#)” section on page B-117.

Fields on the Licenses Summary Page

Table B-93 *Licenses Summary Page Fields*

| Field | Description |
|--------------------------|--|
| Name | The type of license. Can be voiceconf (for voice conferencing), webconf (for web conferencing), or language. |
| Total Number of Licenses | The total number of this type of license that your system has installed. |

Related Topics

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

Buttons on the Licenses Summary Page

Table B-94 *Licenses Summary Page Buttons*

| Button | Action |
|------------------|--|
| Cancel | Exits the page without downloading the license file. |
| Download License | Saves the license file to any location that you specify. |

Related Topics

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

Finding the Licenses Summary Page

-
- 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**.
-

Related Topics

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

Tasks Using the Licenses Summary Page

This page is used to complete the following tasks:

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

Related Topics

- [About Licenses, page 13-8](#)
- [About This Page: Install Licenses, page B-113](#)
- [About This Page: Licenses Summary, page B-115](#)

About This Page: Logs

The Logs page leads to other pages that enable you to view system logs. See [Table B-95](#).

Table B-95 *Logs Area Configuration Options and Pages*

| Option | Administration Center Page |
|--|--|
| Viewing the System Log | About This Page: View System Logs, page B-206 |
| Viewing the System Log | About This Page: View Backup Logs, page B-201 |
| Viewing the System Information Capture Log | About This Page: View System Information Capture, page B-204 |

About This Page: Maintenance

The Maintenance page leads to other pages with configuration options listed in [Table B-96](#).

Table B-96 *Maintenance Area Configuration Options and Pages*

| Option | Administration Center Pages |
|--------------------------------|---|
| Importing Data | <ul style="list-style-type: none"> • About This Page: Import User Profiles, page B-109 • About This Page: Import Group Profiles, page B-105 • About This Page: Import Meetings, page B-107 • About This Page: Import Cisco Conference Connection Meetings, page B-103 |
| Exporting Data | <ul style="list-style-type: none"> • About This Page: Profile Information, page B-146 • About This Page: Group Information, page B-90 • About This Page: Meeting Information, page B-126 • About This Page: Outgoing Calls Information, page B-142 • About This Page: Meeting Participants Report, page B-139 • About This Page: Meeting Participant Join Leave Information, page B-136 • About This Page: Scheduling Failures Information, page B-163 |

Table B-96 Maintenance Area Configuration Options and Pages (continued)

| Option | Administration Center Pages |
|---------------------------|--|
| Configuring SNMP | <ul style="list-style-type: none"> • About This Page: SNMP Community Strings, page B-172 • About This Page: Edit SNMP Community String, page B-74 • About This Page: SNMP Notification Destinations, page B-174 • About This Page: Edit SNMP Notification Destination, page B-76 |
| Installing Licenses | <ul style="list-style-type: none"> • About This Page: Install Licenses, page B-113 • About This Page: Licenses Summary, page B-115 |
| Configuring Backup | <ul style="list-style-type: none"> • About This Page: Configure Backup, page B-43 |
| Sending E-Mail Blasts | <ul style="list-style-type: none"> • About This Page: E-Mail Blast, page B-80 |
| Cleaning Up System Files | <ul style="list-style-type: none"> • About This Page: File Cleanup, page B-87 |
| Customizing Voice Prompts | <ul style="list-style-type: none"> • About This Page: Custom Prompts, page B-46 |

About This Page: Manage Licenses

The Manage Licenses page leads to other pages with configuration options listed in [Table B-97](#).

Table B-97 Manage Licenses Area Options and Pages

| Option | Administration Center Page |
|------------------|---|
| Install Licenses | About This Page: Install Licenses, page B-113 |
| View Licenses | About This Page: Licenses Summary, page B-115 |

About This Page: Meeting Cancellation Report

This page provides information about each meeting that was cancelled during a specified range of dates. See the following topics:

- [Fields on the Meeting Cancellation Report Page, page B-119](#)
- [Checkboxes on the Meeting Cancellation Report Page, page B-119](#)
- [Buttons on the Meeting Cancellation Report Page, page B-120](#)
- [Output Fields of the Meeting Cancellation Report Page, page B-120](#)
- [Finding the Meeting Cancellation Report Page, page B-121](#)
- [Tasks Using the Meeting Cancellation Report Page, page B-121](#)



Tip

If you linked to this section from a procedure and want to return to that procedure, then click the Back button on your web browser. You can also find a link to the procedure in the [“Tasks Using the Meeting Cancellation Report Page”](#) section on page B-121.

Fields on the Meeting Cancellation Report Page

Table B-98 Meeting Cancellation Report Page Fields

| Field | Description | Value |
|-------------|---|--|
| Report type | The format in which you want the meeting cancellation report delivered. If you select the txt option, then all fields are displayed in the report output. The checkboxes for selecting fields become dimmed. | html txt Default: html |
| Destination | Destination of the generated report output. For descriptions and restrictions for each option, see the “About Report Destinations” section on page 8-2 . | Screen File Printer Default: Screen |
| Sort by | The criteria by which you want the meeting cancellation report data sorted. | User ID Meeting ID Date Default: Meeting ID |
| Start date | The starting date for the meeting cancellation report. | Format: mm/dd/yyyy Default: yesterday’s date |
| End date | The ending date for the meeting cancellation report. | Format: mm/dd/yyyy Default: today’s date |

Related Topics

- [About This Page: Meeting Cancellation Report, page B-118](#)

Checkboxes on the Meeting Cancellation Report Page



Note

If you specify the txt [Report type](#), then these checkboxes are dimmed and cannot be unchecked.

Table B-99 Meeting Cancellation Report Page Checkboxes

| Checkbox | Description |
|--------------------------------|---|
| Show all fields | Displays all fields in the report output. Unchecking this checkbox clears all checkboxes, except Scheduler ID and Dialable conference ID . |
| Scheduler ID | Name of the meeting scheduler. Note that this checkbox cannot be cleared. |
| Name | Meeting subject. |
| Number of required ports | Number of ports that were reserved for the meeting. |
| Required length of conferences | Length of time scheduled for the meeting. |

Table B-99 Meeting Cancellation Report Page Checkboxes (continued)

| Checkbox (continued) | Description |
|-------------------------------|--|
| Dialable conference ID | Meeting ID. Note that this checkbox cannot be cleared. |
| Start date/time of conference | Scheduled start date and time of the meeting. |
| Billing code | Code used in billing reports. For more information, see the “About Billing Information” section on page 6-26 . |

Related Topics

- [About This Page: Meeting Cancellation Report, page B-118](#)

Buttons on the Meeting Cancellation Report Page

Table B-100 Meeting Cancellation Report Page Buttons

| Button | Action |
|---------------|------------------|
| Create Report | Runs the report. |
| Cancel | Exits the page. |

Related Topics

- [About This Page: Meeting Cancellation Report, page B-118](#)

Output Fields of the Meeting Cancellation Report Page

Table B-101 Meeting Cancellation Report Page Output Fields

| Field | Description |
|-------------------------------|--|
| Name | Meeting subject. |
| Scheduler ID | First and last name of the meeting scheduler. |
| Number of Required Ports | Number of ports that were reserved for the meeting. |
| Required Length of Conference | Length of time scheduled for the meeting. |
| Billing Code | Code used in billing reports. For more information, see the “About Billing Information” section on page 6-26 . |
| Start Date/Time Of Conf | Scheduled start date and time of the meeting. |

Related Topics

- [About This Page: Meeting Cancellation Report, page B-118](#)

Finding the Meeting Cancellation Report Page

-
- 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 **Reports**.
 - Click **Meeting Cancellation Report**.
-

Related Topics

- [About This Page: Meeting Cancellation Report, page B-118](#)

Tasks Using the Meeting Cancellation Report Page

This page is used to complete the following task:

- [Running a Report about Meeting Cancellations, page 8-10](#)

Related Topics

- [About Report Destinations, page 8-2](#)
- [About This Page: Meeting Cancellation Report, page B-118](#)

About This Page: Meeting Configuration

This page is used to configure system-wide meeting parameters, including some security features. See the following sections:

- [Fields on the Meeting Configuration Page, page B-122](#)
- [Buttons on the Meeting Configuration Page, page B-125](#)
- [Finding the Meeting Configuration Page, page B-125](#)
- [Tasks Using the Meeting Configuration Page, page B-126](#)



Tip

If you linked to this section from a procedure and want to return to that procedure, then click the Back button on your web browser. You can also find a link to the procedure in the “[Tasks Using the Meeting Configuration Page](#)” section on page B-126.

Fields on the Meeting Configuration Page

Table B-102 Meeting Configuration Page Fields

| Field | Description | Value |
|--------------------|---|-------------------------------|
| Access ports | <p>(Read only) Number of voice ports on the system, equal to the number of installed voice-conferencing licenses.</p> <p>The displayed value is the maximum possible number of the following items:</p> <ul style="list-style-type: none"> Simultaneous voice meeting connections to Cisco Unified MeetingPlace Express. Simultaneous web connections to the lite web meeting room. | Range: 0 to 120 |
| Floater ports | <p>Number of voice ports that are reserved as floater ports. Floater ports can be used by any meeting to accommodate unanticipated additional attendees.</p> <p>Restriction: This number cannot exceed the number displayed in the Access ports field.</p> <p>Recommendation: See the “Recommended Port Configurations” section on page 4-14.</p> | Range: 0 to 120 Default: 2 |
| Overbook ports | <p>Number of voice ports to allow for scheduling meetings that exceed the number of available voice ports on the system.</p> <p>If you use this feature, 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 will not be able to get through.</p> <p>Restriction: This number cannot exceed twice the number displayed in the Access ports field.</p> <p>Recommendation: See the “Recommended Port Configurations” section on page 4-14.</p> | Range: 0 to 240 Default: 0 |
| Web ports | <p>(Read only) Number of web ports on the system, equal to the number of installed web-conferencing licenses. The displayed value is the maximum number of possible simultaneous connections to Cisco Unified MeetingPlace Express using the full web meeting room.</p> | Range: 0 to 120 |
| Web floater ports | <p>Number of web ports that are reserved as floater ports. Floater ports can be used by any meeting to accommodate unanticipated additional attendees.</p> <p>Recommendation: See the “Recommended Port Configurations” section on page 4-14.</p> | Range: 0 to 120 Default: 2 |
| Web overbook ports | <p>Number of web ports to allow for scheduling meetings that exceed the number of available web ports on the system.</p> <p>If you use this feature, 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 get through.</p> <p>Recommendation: See the “Recommended Port Configurations” section on page 4-14.</p> | Range: 0 to 240 Default: 0 |

Table B-102 Meeting Configuration Page Fields (continued)

| Field (continued) | Description | Value |
|---|---|--|
| Maximum ports per meeting for Reservationless | <p>Number of web or voice ports that can be reserved for individual reservationless meetings.</p> <p>Restriction: This number cannot exceed the number of licensed voice or web ports.</p> <p>Recommendation: Consider meeting sizes typically conducted by your company and users.</p> | <p>Range: 2 to 120¹</p> <p>Default: 6</p> |
| Maximum ports per meeting for Scheduled | <p>Number of web or voice ports that can be reserved for individual scheduled meetings.</p> <p>Restriction: This number cannot exceed the number of licensed voice web ports.</p> <p>Recommendation: Consider meeting sizes typically conducted by your company and users.</p> | <p>Range: 2 to 120¹</p> <p>Default: 6</p> |
| Default number of ports per meeting | <p>Default number of voice and web ports to reserve for meetings. In the Schedule Meeting page of the profiled user, this is the default number that appears in the Number of Participants field.</p> <p>Restriction: This number cannot exceed the number of licensed voice or web ports.</p> | <p>Range: 0 to 120¹</p> <p>Default: 4</p> |
| Default length of meeting (minutes) | <p>Default length of meetings, in minutes. In the Schedule Meeting page of the profiled user, this is the default value that appears in the Duration field. This field also applies to reservationless meetings.</p> <p>Restriction: This number cannot exceed the value entered in the Maximum meeting length (minutes) field.</p> <p>Recommendation: Consider meeting lengths typically conducted by your company and users.</p> | <p>Range: 5 to 1440¹</p> <p>Default: 30</p> |
| Maximum meeting length (minutes) | <p>Maximum length of a meeting, in minutes. Specifically:</p> <ul style="list-style-type: none"> • Users cannot schedule meetings longer than this number of minutes. • Reservationless meetings end after this number of minutes. <p>Recommendation: Consider length of typical meetings for your company and users.</p> | <p>Range: 30 to 1440</p> <p>Default: 240</p> |
| Mtg ID start guard time (minutes) | <p>Number of minutes before the requested meeting start time that the associated meeting ID is reserved.</p> <p>This field and the Meeting ID end guard time (minutes) field control when meeting IDs are available for reuse and when the system recognizes a meeting ID.</p> <p>Before the meeting ID start guard time, users who try to attend the meeting hear or see on the screen: “This is not a recognized meeting ID number.” During the meeting ID start guard time period, users hear: “The meeting has not started.”</p> <p>Restriction: This field does not apply to reservationless meetings.</p> <p>Recommendation: 30. Nevertheless, to ensure that meeting IDs are available for reuse, decrease this value if the number of simultaneous meetings to be held on your system is about the same as the number of available meeting IDs.</p> | <p>Range: 0 to 1440</p> <p>Default: 30</p> |

Table B-102 Meeting Configuration Page Fields (continued)

| Field (continued) | Description | Value |
|--------------------------------------|--|---|
| Meeting ID end guard time (minutes) | <p>Number of minutes after a meeting that the associated meeting ID is reserved.</p> <p>This field and the Mtg ID start guard time (minutes) field control when meeting IDs are available for reuse and when the system recognizes a meeting ID.</p> <p>During the meeting ID end guard time, users who try to attend the meeting hear or see on the screen: “The meeting has ended.” After the meeting ID end guard time period, users hear: “This is not a recognized meeting ID number.”</p> <p>Restriction: This field does not apply to reservationless meetings.</p> <p>Recommendation: 15. Nevertheless, to ensure that meeting IDs are available for reuse, decrease this value if the number of simultaneous meetings to be held on your system is about the same as the number of available meeting IDs.</p> | <p>Range: 0 to 1440</p> <p>Default: 15</p> |
| Extend meeting (minutes) | <p>Whether or not to extend meetings if they run over the requested duration and if ports are available. Meetings may continue to be extended, as long as ports are available, up to the Maximum meeting length (minutes) field setting.</p> <p>If you select Yes, then also enter the number of minutes to extend meetings.</p> <p>If you select No, or if ports are not available at the end of the meeting, then callers receive a warning that the meeting will end. The warning time is determined by the Last warning time field.</p> <p>Restriction: This field does not apply to reservationless meetings.</p> | <p>Yes/No</p> <p>Range: 10 to 60</p> <p>Default: 15</p> |
| Early mtg start (minutes) | <p>Maximum time, in minutes, before the scheduled meeting start that early arrivals may enter the meeting.</p> <p>Restrictions:</p> <ul style="list-style-type: none"> This number cannot exceed the value entered in the Mtg ID start guard time (minutes) field. This field does not apply to reservationless meetings. <p>Recommendation: 10.</p> | <p>Range: 0 to 30¹</p> <p>Default: 10</p> |
| Last warning time | Number of minutes before the end of a meeting to issue a warning. | <p>Range: 2 to 10</p> <p>Default: 2</p> |
| Minimum meeting password length | <p>Minimum number of characters required in meeting passwords. Follow your company guidelines for similar telecommunications systems.</p> <p>A value of 0 means that meeting passwords are never required, even for meetings that are scheduled by users whose user profile Password required field is set to Yes.</p> | <p>Range: 0 to 11</p> <p>Default: 0</p> |
| Maximum advance days to schedule | How many days in advance people can schedule meetings. | <p>Range: 1 to 729</p> <p>Default: 300</p> |
| Days until meeting recordings purged | Number of days that recordings are stored on the system. | <p>Range: 0 to 60</p> <p>Default: 7</p> |
| Days until meeting statistics purged | Number of days historical meeting data is stored on system. | <p>Range: 0 to 180</p> <p>Default: 120</p> |

Table B-102 Meeting Configuration Page Fields (continued)

| Field (continued) | Description | Value |
|--|--|-----------------------------|
| Allow vanity meeting IDs | If you select Yes, then users may request a specific meeting ID while scheduling a meeting. If a requested meeting ID is already reserved for another meeting, then the user is prompted to select another meeting ID. If you select No, then a unique, randomly generated ID is assigned to every scheduled meeting. Users cannot change the assigned meeting IDs. | Yes/No Default: Yes |
| Minimum meeting ID length | Minimum number of characters in meeting IDs. If you enter a value less than 4 in this field, the system assigns 4-digit meeting IDs to new meetings when the scheduler does not enter a vanity meeting ID. Longer meeting IDs are more secure, because they are more difficult to guess. | Range: 3 to 9 Default: 4 |
| Enable reservationless | Allow or prevent reservationless meetings on the system. | Yes/No Default: Yes |
| Reservationless: Allow 3rd Party Initiate? | Whether or not profiled users can start a reservationless meeting before the meeting owner joins. | Yes/No Default: Yes |
| Reservationless: Bill 3rd Party Initiator? | Whether each reservationless meeting is billed to the user who starts the meeting or to the meeting owner (no matter who starts the meeting). | Yes/No Default: No |

1. The actual maximum value may be smaller than the stated range. See the restriction in the [Description](#) column for that field.

Related Topics

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

Buttons on the Meeting Configuration Page

Table B-103 Meeting Configuration Page Buttons

| Button | Action |
|----------------|--|
| Save | Saves the settings. |
| Reset | Returns values to the previously saved settings. |
| Cancel | Exits the page without saving any changes. |
| Export to file | Exports values to a text file. |

Related Topics

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

Finding the Meeting Configuration Page

-
- 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**.
-

Related Topics

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

Tasks Using the Meeting Configuration Page

This page is used to complete the following tasks:

- [Configuring Meetings, page 4-14](#)
- [Configuring Requirements for Meeting Passwords, page 9-3](#)
- [Restricting the Use of Vanity Meeting IDs, page 9-5](#)

Related Topics

- [About Licenses, page 13-8](#)
- [About Reservationless Meetings, page 4-6](#)
- [About This Page: Meeting Configuration, page B-121](#)

About This Page: Meeting Details Information

This page was renamed to the Meeting Information page in Release 1.1.2. See the [“About This Page: Meeting Information” section on page B-126](#).

About This Page: Meeting Information

This page is used to export meeting information from the Cisco Unified MeetingPlace Express database for all meetings that occur during a specified range of dates. See the following topics:

- [Fields on the Meeting Information Page, page B-127](#)
- [Buttons on the Meeting Information Page, page B-127](#)
- [Output Fields of the Meeting Information Page, page B-128](#)
- [Finding the Meeting Information Page, page B-136](#)
- [Tasks Using the Meeting Information Page, page B-136](#)

**Tip**

If you linked to this section from a procedure and want to return to that procedure, then click the Back button on your web browser. You can also find a link to the procedure in the [“Tasks Using the Meeting Information Page” section on page B-136](#).

Fields on the Meeting Information Page

Table B-104 Meeting Information Page Fields

| Field | Description | Value |
|----------------------------|--|---|
| Destination | Destination of the exported information. For descriptions, restrictions, and recommendations for each option, see the “About Export Destinations” section on page 8-2. | Screen File Printer Default: Screen |
| Include field header names | Whether or not to include the field header names in the exported file. | No Yes Default: Yes |
| Start date | Earliest date for which you want to export meeting details. | Format: mm/dd/yyyy Default: yesterday’s date |
| End date | Latest date for which you want to export meeting details. When left blank, the exported output includes all future meetings. ¹ | Format: mm/dd/yyyy Default: today’s date |

1. In Release 1.1.1 and earlier releases, you cannot leave this field blank.

Related Topics

- [About This Page: Meeting Information, page B-126](#)

Buttons on the Meeting Information Page

Table B-105 Meeting Information Page Buttons

| Button | Action |
|---------------|---|
| Create Report | Exports meeting information from the Cisco Unified MeetingPlace Express database. |
| Cancel | Exits the page. |

Related Topics

- [About This Page: Meeting Information, page B-126](#)

Output Fields of the Meeting Information Page

Table B-106 lists, in alphabetical order, the output fields that the system displays after exporting meeting information. It also includes a description and allowable values for each field.



Note

The following notes apply when you use the exported output to create import files:

- These headers (and their corresponding information) can be arranged in any order, as long as the information in the header and the corresponding information are in the same order. So if you move the fnm field to the second position in the header, you must move the fnm information in the data files to the second position.
- Several fields are not supported in this release of Cisco Unified MeetingPlace Express but may be used in future releases. These fields are noted in the table.
- The StartDateTimeOfConf, DialableConfID, and ReqLengthOfConf fields are required when importing and deleting meetings.

Table B-106 *Output Fields for Importing Meetings*

| Header Field | Description | Allowable Values |
|-------------------------------|--|-----------------------|
| Required Header Fields | | |
| DialableConfID | Unique number used by the local audio mixer to identify the voice meeting. This value is different from the meeting ID displayed to end users. | Numeric characters |
| ReqLengthOfConf | The requested number of minutes for this meeting. | Number Default: 30 |
| StartDateTimeOfConf | The date and time for which this meeting is scheduled. Note that this field is read-only. | MM/DD/YYYY HH:MM |
| Optional Header Fields | | |
| ActLenOfConf | The actual length of the meeting, in seconds. | Number No default. |
| ActLenOfDataConf | The actual length of the web meeting room meeting, in seconds. | Number No default. |
| ActnParticipants | The number of participants who attended this meeting. | Number No default. |
| ActnRSs | <i>Not supported.</i> | — |
| ActSrtTimeOfConf | The date and time at which the meeting started. | MM/DD/YYYY HH:MM |

Table B-106 Output Fields for Importing Meetings (continued)

| Header Field | Description | Allowable Values |
|-----------------------|---|--|
| ActSrtTimeOfDataConf | The date and time at which the web meeting room meeting started. Note that if this is a voice-only meeting with no web meeting room, this field displays a dummy value. | MM/DD/YYYY HH:MM |
| AgendaRecordTimeUsed | Amount of time, in seconds, that the agenda recording for this meeting uses. | Default: 0 |
| allowguestoutdial | Whether guest users can make outgoing calls from this meeting. | Yes No Default: No |
| announceqarr | <i>Not supported.</i> | — |
| announceqdep | <i>Not supported.</i> | — |
| AutoDistributeAtt | <i>Not supported.</i> | — |
| BillCode | Code used in billing reports. For more information, see the “About Billing Information” section on page 6-26. Recommendation: Follow existing conventions at your company, such as department codes. | 0 to 17 alphanumeric characters |
| concurrentquestions | <i>Not supported.</i> | — |
| ConfExtensionFailCode | The reason that the attempted meeting extension failed. If no extensions failed, this value is 0. | Error code. These error codes are described in Table B-125 . Default: 0 |
| ConfNum | Unique conference number assigned to this meeting after it was successfully scheduled. | Any number |
| ContactUid | Username of the user who scheduled this meeting. For more information, see the “About the Types of Users” section on page 6-14. | 0 to 17 alphanumeric characters Any valid user ID |
| CurAttNameHeaderSpace | <i>Not supported.</i> | — |
| CurAttRefID | <i>Not supported.</i> | — |
| CurDataAttSpace | <i>Not supported.</i> | — |
| CurNumDataAtt | <i>Not supported.</i> | — |
| CurNumVoiceAtt | <i>Not supported.</i> | — |
| CurVoiceAttSpace | <i>Not supported.</i> | — |
| DefaultAbility | The default speaking ability that this meeting assigns to uninvited participants. | Listener SpeakerPlus Default: SpeakerPlus |

Table B-106 Output Fields for Importing Meetings (continued)

| Header Field | Description | Allowable Values |
|--------------------|--|--|
| DefNotPriority | Priority given to the e-mail notifications sent when this meeting is scheduled. | Low Normal Urgent Default: Normal |
| EncryptedConfPwd | Password used to log in to this meeting from a workstation. Restriction: Unicode is not supported. | 5 to 17 alphanumeric characters |
| fallowguestview | Whether the system should display this meeting to everyone, as a default. | Yes No Default: No |
| fautoproenabled | <i>Not supported.</i> | — |
| fAutoStartRecord | Whether the system automatically starts recording the meeting. | Yes No Default: No |
| fBAgendaAttAvail | <i>Not supported.</i> | — |
| fchatsession | <i>Not supported.</i> | — |
| fDisableRollCall | <i>Not supported.</i> | — |
| fEndMtgWarn | Whether or not this meeting has end of meeting warnings turned on. | Yes No Default: No |
| fismtgseminartype | <i>Not supported.</i> | — |
| fMtgExtendPrompts | Whether or not this meeting has extended prompts turned on. | Yes No Default: No |
| fNamedDisconnect | Announcement played when participants leave this meeting. | Beep only Beep+Name Silent Default: Beep+Name |
| fNamedIntroduction | Announcement played when participants join this meeting. | Beep only Beep+Name Silent Default: Beep+Name |
| fPasswordRequired | Whether or not this meeting requires a password. This field also applies to reservationless meetings. | Yes No Default: No |

Table B-106 Output Fields for Importing Meetings (continued)

| Header Field | Description | Allowable Values |
|------------------------|---|---|
| fPasswordRequiredOnOD | Whether or not a dial-out participant must provide a profile password before being admitted into the voice meeting. See the “About Toll Fraud Prevention” section on page 9-6. | Yes No Default: Yes |
| fPosted | Whether or not the recording of this meeting is posted. | Yes No Default: No |
| fqnadisabled | <i>Not supported.</i> | — |
| fQuickMtgEntryAllowed | <i>Not supported.</i> | — |
| fRecordConference | Whether or not this meeting is recorded. | Yes No Default: No |
| fScreenedIntroduction | <i>Not supported.</i> | — |
| fstartpeopleinwr | <i>Not supported.</i> | — |
| fTAagendaAttAvail | <i>Not supported.</i> | — |
| fUsedBlastOutdial | Whether meeting participants were called to the meeting. | Yes No Default: No |
| fVagendaAttAvail | <i>Not supported.</i> | — |
| LastModified | The date and time when the meeting information was last modified. Note that this field is read-only. | MM/DD/YY HH:MM |
| MaxDaysReOccuring | The number of days after which this meeting recurs. | Number Default: 1 |
| MeetingJoinRestriction | Who can join this meeting. | Anyone Users Invited Users Default: Anyone |
| MPCconnectionType | <i>Not supported.</i> | — |
| mtgflex1 | <i>Not supported.</i> | — |
| mtgflex2 | <i>Not supported.</i> | — |
| mtgflex3 | <i>Not supported.</i> | — |
| mtgflex4 | <i>Not supported.</i> | — |
| mtgflex5 | <i>Not supported.</i> | — |
| mtgflex6 | <i>Not supported.</i> | — |
| mtgflex7 | <i>Not supported.</i> | — |
| MtgNoteRestriction | <i>Not supported.</i> | — |

Table B-106 Output Fields for Importing Meetings (continued)

| Header Field | Description | Allowable Values |
|----------------------------------|---|--------------------------|
| NameRecordTimeUsed | Amount of time, in seconds, that the recorded name of this meeting uses. | Number Default: 0 |
| nDataAttAdded | <i>Not supported.</i> | — |
| nGuestMtgNotesAccesses | The number of guest users who listened to the meeting recording through the VUI. | Number Default: 0 |
| nPartAttemptsAfter ConfLocked | The number of participants that tried to join the meeting after it was locked. | Number Default: 0 |
| nPartRegistered | The number of participants invited to this meeting. | Number Default: 0 |
| nPartsRequested | The number of participants invited to this meeting. | Number Default: 0 |
| nPortsRequired | The number of ports required for this meeting. | Number Default: 0 |
| nRemoteServersRegistered | <i>Not supported.</i> | — |
| numdataparts | <i>Not supported.</i> | — |
| NumSuccConfExtensions | The number of times that the meeting was successfully extended. | Number Default: 0 |
| nUserGUIMtgNotes Accesses | <i>Not supported.</i> | — |
| nUserVUIMtgNotes Accesses | The number of profiled users who listened to the meeting recording through the VUI. | Number Default: 0 |
| nVoiceAttAdded | <i>Not supported.</i> | — |
| OriginallyScheduled | The date and time when this meeting was originally scheduled. Note that this field is read-only. | MM/DD/YYYY HH:MM |
| OrigNumberOfPorts | Number of ports planned for this meeting. | Number No default. |
| OutdialFirstCall | Whether meeting participants were called after the first called joined the meeting. | Yes No Default: No |
| PartRecordTimeUsed | Amount of time, in seconds, of participant name headers that are recorded. | Number Default: 0 |
| PeakAttDataSpace | <i>Not supported.</i> | — |
| PeakAttVoiceSpace | <i>Not supported.</i> | — |
| PeaknDataAtt | <i>Not supported.</i> | — |
| PeakNumberOfParticipants | The peak number of participants in this meeting. | Number Default: 0 |

Table B-106 **Output Fields for Importing Meetings (continued)**

| Header Field | Description | Allowable Values |
|----------------------|---|--|
| PeakNumberOfPorts | The peak number of ports used during this meeting. | Number Default: 0 |
| PeakNumberOfRSs | <i>Not supported.</i> | — |
| PeaknVoiceAtt | <i>Not supported.</i> | — |
| PeakVRecordTimeUsed | The peak number of recording seconds used by a meeting over its lifetime. A historical statistic used for billing purposes. | Number Default: 0 |
| PriSiteNum | <i>Not supported.</i> | — |
| PriUnitNum | <i>Not supported.</i> | — |
| profileflex1 | <i>Not supported.</i> | — |
| profileflex2 | <i>Not supported.</i> | — |
| profileflex3 | <i>Not supported.</i> | — |
| profileflex4 | <i>Not supported.</i> | — |
| profileflex5 | <i>Not supported.</i> | — |
| profileflex6 | <i>Not supported.</i> | — |
| profileflex7 | <i>Not supported.</i> | — |
| qnanotify | <i>Not supported.</i> | — |
| ReOccuringConference | How often this meeting occurs. | Never Once Daily Weekly Monthly Weekdays Permanent Default: |
| RsvnlessStartID | The user ID of the person who scheduled this meeting. Restriction: For reservationless meetings only. | 0 to 17 alphanumeric characters Any valid user ID |
| SchedulerTimeZone | Time zone of the scheduler. For more information, see the “About Time Zones” section on page 6-24. | Choose from the options in the drop-down menu. Default: Local time of Cisco Unified MeetingPlace Express server |
| SchedulerUid | The username (used to log in to Cisco Unified MeetingPlace Express from a workstation, not from a phone) of the person who scheduled the meeting. | Any valid user ID. |

Table B-106 Output Fields for Importing Meetings (continued)

| Header Field | Description | Allowable Values |
|------------------------|---|--------------------------|
| SchedulingClient | The client used to schedule this meeting. | VUI Web |
| SendInviteListWithNot | Whether or not to include the names of meeting invitees in the e-mail notification sent when this meeting is scheduled. | No Yes Default: No |
| SendMtgPwdWithNot | Whether or not a meeting password is included in the e-mail notification sent when this meeting is scheduled. Recommendation: Use a consistent setting across your user base. Also, avoid changing this setting once Cisco Unified MeetingPlace Express is already in use, because users might already expect and rely on the current e-mail notification behavior. | No Yes Default: No |
| SendNotAboutMtgChngs | Whether or not e-mail notifications are sent when the following meeting parameters change: <ul style="list-style-type: none">• Date or time• Password• Meeting ID• List of invitees Recommendation: Use a consistent setting across your user base. Also, avoid changing this setting once Cisco Unified MeetingPlace Express is already in use, because users might already expect and rely on the current e-mail notification behavior. | No Yes Default: No |
| SendNotAboutMtgs | Whether or not an e-mail notification is sent when this meeting is scheduled. Restriction: Notifications are never sent for reservationless meetings. Recommendation: Use a consistent setting across your user base. Also, avoid changing this setting once Cisco Unified MeetingPlace Express is already in use, because users might already expect and rely on the current e-mail notification behavior. | No Yes Default: No |
| StartDateTimeOfConfGMT | The date and time for which this meeting is scheduled as shown in the GMT time zone. Note that this field is read-only. | MM/DD/YYYY HH:MM |
| TAgenda | <i>Not supported.</i> | — |

Table B-106 **Output Fields for Importing Meetings (continued)**

| Header Field | Description | Allowable Values |
|-----------------------|---|---|
| TName | Text name of this meeting. | 0 - 17 alphanumeric characters No default |
| TotConfPortSec | The total number of ports per second used by this meeting. | Number Default: 0 |
| TotDCConfPortSec | The total number of seconds that the web meeting room was used by this meeting. | Number Default: 0 |
| TotnRSsInvited | <i>Not supported.</i> | — |
| tottimesfgiven | <i>Not supported.</i> | — |
| VAgenda | Whether or not the agenda has been recorded. | Recorded Not Recorded Default: Not Recorded |
| VIntroTimeUsedSecs | Amount of time, in seconds, that the introductory voice recordings for this meeting uses. | Number Default: 0 |
| VLanguage | Preferred language for this meeting, used in Cisco Unified MeetingPlace Express voice prompts. Options are the languages that were previously installed and activated on the Cisco Unified MeetingPlace Express system. See the “About Languages” section on page 3-2. | Choose from the options in the drop-down menu. Default: English (US) |
| VMeetingIntro | Whether the meeting introduction has been recorded. | recorded not recorded Default: not recorded |
| VName | Whether or not the name of the meeting has been recorded. | Recorded Not Recorded Default: Not Recorded |
| VoiceStorageEndTime | The date and time when the recording for this meeting will be purged. Note that this field is read-only. | MM/DD/YYYY HH:MM |
| VRecord | Whether or not the meeting has been recorded. | Recorded Not Recorded Default: Not Recorded |
| VRecordRecordTimeUsed | Amount of time, in seconds, that the voice recordings for this meeting uses. | Number Default: 0 |

Related Topics

- [About This Page: Meeting Information, page B-126](#)

Finding the Meeting Information Page

-
- 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 **Maintenance**.
 - Click **Export Information**.
 - Click **Meeting Information**.
-

Related Topics

- [About This Page: Meeting Information, page B-126](#)

Tasks Using the Meeting Information Page

This page is used to complete the following task:

- [Exporting Information about Meetings, page 8-6](#)

Related Topics

- [About Export Destinations, page 8-2](#)
- [Running Reports and Exporting Data from Cisco Unified MeetingPlace Express, page 8-1](#)
- [Importing Meetings, page 7-9](#)
- [About This Page: Meeting Information, page B-126](#)

About This Page: Meeting Outdial Information

This page was renamed to the Outgoing Calls Information page in Release 1.1.2. See the [“About This Page: Outgoing Calls Information”](#) section on page B-142.

About This Page: Meeting Participant Information

This page was renamed to the Meeting Participants Report page in Release 1.1.2. See the [“About This Page: Meeting Participants Report”](#) section on page B-139.

About This Page: Meeting Participant Join Leave Information

This page is used to export information about meeting participants who joined or left a Cisco Unified MeetingPlace Express meeting during a specified range of dates. See the following topics:

- [Fields on the Meeting Participant Join Leave Information Page, page B-137](#)
- [Buttons on the Meeting Participant Join Leave Information Page, page B-137](#)

- [Output Fields of the Meeting Participant Join Leave Information Page, page B-138](#)
- [Finding the Meeting Participant Join Leave Information Page, page B-138](#)
- [Tasks Using the Meeting Participant Join Leave Information Page, page B-139](#)

**Tip**

If you linked to this section from a procedure and want to return to that procedure, then click the Back button on your web browser. You can also find a link to the procedure in the [“Tasks Using the Meeting Participant Join Leave Information Page”](#) section on page B-139.

Fields on the Meeting Participant Join Leave Information Page

Table B-107 Meeting Participant Join Leave Information Page Fields

| Field | Description | Value |
|----------------------------|--|--|
| Destination | Destination of the exported information. For descriptions, restrictions, and recommendations for each option, see the “About Export Destinations” section on page 8-2. | Screen File Printer Default: Screen |
| Include field header names | Whether or not to include the field header names in the exported file. | No Yes Default: Yes |
| Start date | Earliest date for which you want to export meeting participant join leave information. | Format: mm/dd/yyyy Default: yesterday’s date |
| End date | Latest date for which you want to export meeting participant join leave information. | Format: mm/dd/yyyy Default: today’s date |

Related Topics

- [About This Page: Meeting Participant Join Leave Information, page B-136](#)

Buttons on the Meeting Participant Join Leave Information Page

Table B-108 Meeting Participant Join Leave Information Page Buttons

| Button | Action |
|---------------|--|
| Create Report | Exports the meeting participant join leave information from the Cisco Unified MeetingPlace Express database. |
| Cancel | Exits the page. |

Related Topics

- [About This Page: Meeting Participant Join Leave Information, page B-136](#)

Output Fields of the Meeting Participant Join Leave Information Page

Table B-109 Meeting Participant Join Leave Information Page Output Fields

| Field | Description |
|--------------|---|
| PartID | Meeting participant ID. |
| UserID | Username used to log in to Cisco Unified MeetingPlace Express from a workstation (not from a phone). |
| ConfNum | Unique number used by the local audio mixer to identify the voice meeting. This value is different from the meeting ID displayed to end users. |
| MeetingID | Meeting ID, which uniquely identifies the meeting. If you do not specify one, the system automatically assigns your phone number as the meeting ID. |
| gmStartDate | The date that the user entered the meeting. |
| gmStartTime | The time that the user entered the meeting. |
| gmEndDate | The date that the user left the meeting. |
| gmEndTime | The time that the user left the meeting. |
| Device | Device and port number used to join the meeting: 0-120: voice port 4081-4082: web conferencing port |
| nIncDigits | The number of DNIS digits that were received from the PBX. |
| IncDigits | The actual string of DNIS digits received from the PBX. Can be up to 24 digits. |
| AttachmentID | <i>Not supported.</i> |
| nANIDigits | The number of ANI digits that were received from the PBX. |
| ANIDigits | The actual string of ANI digits received from the PBX. Can be up to 24 digits. |

Related Topics

- [About This Page: Meeting Participant Join Leave Information, page B-136](#)

Finding the Meeting Participant Join Leave Information Page

-
- 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 **Maintenance**.
 - Click **Export Information**.
 - Click **Participant Join Leave Information**.
-

Related Topics

- [About This Page: Meeting Participant Join Leave Information, page B-136](#)

Tasks Using the Meeting Participant Join Leave Information Page

This page is used to complete the following task:

- [Exporting Information about When Participants Join and Leave Meetings, page 8-8](#)

Related Topics

- [About Export Destinations, page 8-2](#)
- [Running Reports and Exporting Data from Cisco Unified MeetingPlace Express, page 8-1](#)
- [About This Page: Meeting Participant Join Leave Information, page B-136](#)

About This Page: Meeting Participants Report

This page is used to export information about meeting participants who attended meetings during a specified range of dates. See the following topics:

- [Fields on the Meeting Participants Report Page, page B-139](#)
- [Buttons on the Meeting Participants Report Page, page B-140](#)
- [Output Fields of the Meeting Participants Report Page, page B-140](#)
- [Finding the Meeting Participants Report Page, page B-141](#)
- [Tasks Using the Meeting Participants Report Page, page B-141](#)



Tip

If you linked to this section from a procedure and want to return to that procedure, then click the Back button on your web browser. You can also find a link to the procedure in the [“Tasks Using the Meeting Participants Report Page”](#) section on page B-141.

Fields on the Meeting Participants Report Page

Table B-110 Meeting Participants Report Page Fields

| Field | Description | Value |
|----------------------------|--|---|
| Destination | Destination of the exported information. For descriptions, restrictions, and recommendations for each option, see the “About Export Destinations” section on page 8-2. | Screen File Printer Default: Screen |
| Include field header names | Whether or not to include the field header names in the exported file. | No Yes Default: Yes |
| Start date | Earliest date for which you want to export meeting participant information. | Format: mm/dd/yyyy Default: yesterday's date |
| End date | Latest date for which you want to export meeting participant information. | Format: mm/dd/yyyy Default: today's date |

Related Topics

- [About This Page: Meeting Participants Report, page B-139](#)

Buttons on the Meeting Participants Report Page

Table B-111 Meeting Participants Report Page Buttons

| Button | Action |
|---------------|---|
| Create Report | Exports the meeting participant information from the Cisco Unified MeetingPlace Express database. |
| Cancel | Exits the page. |

Related Topics

- [About This Page: Meeting Participants Report, page B-139](#)

Output Fields of the Meeting Participants Report Page

Table B-112 Meeting Participants Report Page Output Fields

| Field | Description |
|--------------------|--|
| PartID | A unique number that identifies this meeting participant. |
| ConfNum | A unique conference number assigned to this meeting after it was successfully scheduled. |
| uid | The username used to log in to Cisco Unified MeetingPlace Express from a workstation (not from a phone). |
| nVSecInConf | The amount of time, in seconds, that this meeting participant spent in voice-only meetings. |
| nWFSecInConf | The amount of time, in seconds, that this meeting participant spent in full web meetings. |
| nSecsOutboundCalls | The total amount of time, in seconds, that this meeting participant spent on outgoing calls. |
| VNameHeader | Whether the participant's name is recorded. |
| nOutboundCalls | The number of outgoing calls initiated by this meeting participant. |
| nRetries | <i>Not supported.</i> |
| TNameHeader | First and last name of the meeting participant. For unprofiled users, this field is the name the user enters to join the meeting as a guest. |
| SpeakingAbility | The default speaking ability for this meeting participant. Can be either Listener or SpeakerPlus. |
| nVUIODsMade | <i>Not supported.</i> |
| nTimesQAsked | <i>Not supported.</i> |
| nTimesFGiven | <i>Not supported.</i> |

Table B-112 Meeting Participants Report Page Output Fields (continued)

| Field | Description |
|----------------|---|
| UpdateTime | The date and time when the call was updated. Note that this date and time has nothing to do with the values you entered in the Start date and End date fields on the Meeting Participant Information page. |
| nDCSecInConf | The total amount of time, in seconds, that this meeting participant was in the web meeting room. |
| nSecInMTGNotes | <i>Not supported.</i> |

Related Topics

- [About This Page: Meeting Participants Report, page B-139](#)

Finding the Meeting Participants Report Page

-
- 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:
- a. Click **Maintenance**.
 - b. Click **Export Information**.
 - c. Click **Meeting Participant Information**.
-

Related Topics

- [About This Page: Meeting Participants Report, page B-139](#)

Tasks Using the Meeting Participants Report Page

This page is used to complete the following task:

- [Exporting Information about Meeting Participants, page 8-7](#)

Related Topics

- [About Export Destinations, page 8-2](#)
- [Running Reports and Exporting Data from Cisco Unified MeetingPlace Express, page 8-1](#)
- [About This Page: Meeting Participants Report, page B-139](#)

About This Page: Outgoing Calls Information

This page is used to export information about outgoing calls that were made from Cisco Unified MeetingPlace Express during a specified range of dates. See the following topics:

- [Fields on the Outgoing Calls Information Page, page B-142](#)
- [Buttons on the Outgoing Calls Information Page, page B-143](#)
- [Output Fields of the Outgoing Calls Information Page, page B-143](#)
- [Finding the Outgoing Calls Information Page, page B-143](#)
- [Tasks Using the Outgoing Calls Information Page, page B-144](#)



Tip

If you linked to this section from a procedure and want to return to that procedure, then click the Back button on your web browser. You can also find a link to the procedure in the [“Tasks Using the Outgoing Calls Information Page”](#) section on page B-144.

Fields on the Outgoing Calls Information Page

Table B-113 Outgoing Calls Information Page Fields

| Field | Description | Value |
|----------------------------|--|---|
| Destination | Destination of the exported information. For descriptions, restrictions, and recommendations for each option, see the “About Export Destinations” section on page 8-2. | Screen File Printer Default: Screen |
| Include field header names | Whether or not to include the field header names in the exported file. | No Yes Default: Yes |
| Start date | Earliest date for which you want to export meeting dial-out information. | Format: mm/dd/yyyy Default: yesterday’s date |
| End date | Latest date for which you want to export meeting dial-out information. | Format: mm/dd/yyyy Default: today’s date |

Related Topics

- [About This Page: Outgoing Calls Information, page B-142](#)

Buttons on the Outgoing Calls Information Page

Table B-114 Outgoing Calls Information Page Buttons

| Button | Action |
|---------------|--|
| Create Report | Exports the meeting dial-out information from the Cisco Unified MeetingPlace Express database. |
| Cancel | Exits the page. |

Related Topics

- [About This Page: Outgoing Calls Information, page B-142](#)

Output Fields of the Outgoing Calls Information Page

Table B-115 Outgoing Calls Information Page Output Fields

| Field | Description |
|-----------------|---|
| StartTimeOfCall | The date and time when the call started. |
| uid | Username used to log in to Cisco Unified MeetingPlace Express from a workstation (not a phone). |
| ConfNum | Unique conference number assigned to this meeting after it was successfully scheduled. |
| nSeconds | The duration of the outgoing call, in seconds. |
| CalledDest | The telephone number that was called. |
| fBlastOutdial | Whether this was a blast dial-out call. |
| UpdateTime | The date and time when the call was updated. |
| partID | Unique number that identifies the person who is being called from within a meeting. |

Related Topics

- [About This Page: Outgoing Calls Information, page B-142](#)

Finding the Outgoing Calls Information Page

-
- 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 **Maintenance**.
 - Click **Export Information**.
 - Click **Outgoing Calls Information**.
-

Related Topics

- [About This Page: Outgoing Calls Information, page B-142](#)

Tasks Using the Outgoing Calls Information Page

This page is used to complete the following task:

- [Exporting Information about Outgoing Calls, page 8-14](#)

Related Topics

- [About Export Destinations, page 8-2](#)
- [Running Reports and Exporting Data from Cisco Unified MeetingPlace Express, page 8-1](#)
- [About This Page: Outgoing Calls Information, page B-142](#)

About This Page: Participant Join Leave Information

This page was renamed to the Meeting Participant Join Leave Information page in Release 1.1.2. See the [“About This Page: Meeting Participant Join Leave Information”](#) section on page B-136.

About This Page: Port Utilization Report

This page is used to run a report about port utilization, which compares the number of ports scheduled to the number of ports actually used during a specified period of time. You can use this report to determine the peak and off-peak times of your Cisco Unified MeetingPlace Express system and compare resource usage with available capacity. See the following topics:

- [Fields on the Port Utilization Report Page, page B-145](#)
- [Buttons on the Port Utilization Report Page, page B-145](#)
- [Output of the Port Utilization Report Page, page B-146](#)
- [Finding the Port Utilization Report Page, page B-146](#)
- [Tasks Using the Port Utilization Report Page, page B-146](#)

**Tip**

If you linked to this section from a procedure and want to return to that procedure, then click the Back button on your web browser. You can also find a link to the procedure in the [“Tasks Using the Port Utilization Report Page”](#) section on page B-146.

Fields on the Port Utilization Report Page

Table B-116 Port Utilization Report Page Fields

| Field | Description | Value |
|-------------|---|---|
| Report type | The format in which you want the port utilization report delivered. Note that this field is read-only. | html |
| Destination | Destination of the generated report output. For more information, see the “About Report Destinations” section on page 8-2 . | Screen File Printer Default: Screen |
| Date | Date for the port utilization report. | Format: mm/dd/yyyy Default: today’s date |
| Start time | The hour you want the port utilization report data to begin. | Range: 12:00 AM to 12:00 AM Default: 8:00 AM |
| End time | The hour you want the port utilization report data to end. | Range: 12:00 AM to 12:00 AM Default: 5:00 PM |

Related Topics

- [About This Page: Port Utilization Report, page B-144](#)

Buttons on the Port Utilization Report Page

Table B-117 Port Utilization Report Page Buttons

| Button | Action |
|------------------|--|
| Create Report | Runs the report. |
| Cancel | Exits the page. |
| Printer Friendly | Opens a new window containing a printer-friendly format of the report. Note that this button displays on the output page only. |
| Export to File | Exports the report to a file. See the “Exporting Information to a File” section on page 8-3 . Note that this button displays on the output page only. |
| Print | Sends the report to the printer. Note that this button displays on the printer-friendly output page only. |

Related Topics

- [About This Page: Port Utilization Report, page B-144](#)

Output of the Port Utilization Report Page

The port utilization report output is a chart that shows the following information:

- Date and times represented by the report.
- Number of licensed voice ports on the system.
- Percentage of licensed ports that were *scheduled* for meetings (red data).
- Percentage of licensed ports that were actually *used* to attend voice meetings (blue data).
- Percentage of licensed ports that were actually *used* to attend web meetings (green data).

Related Topics

- [About This Page: Port Utilization Report, page B-144](#)

Finding the Port Utilization Report Page

-
- | | |
|--------|---|
| 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: <ul style="list-style-type: none">a. Click Reports.b. Click Port Utilization Report. |
-

Related Topics

- [About This Page: Port Utilization Report, page B-144](#)

Tasks Using the Port Utilization Report Page

This page is used to complete the following task:

- [Running a Report about Port Utilization, page 8-11](#)

Related Topics

- [About Report Destinations, page 8-2](#)
- [About This Page: Port Utilization Report, page B-144](#)

About This Page: Profile Information

This page is used to export user profile information from the Cisco Unified MeetingPlace Express database. See the following topics:

- [Fields on the Profile Information Page, page B-147](#)
- [Buttons on the Profile Information Page, page B-147](#)
- [Output Fields of the Profile Information Page, page B-148](#)

- [Finding the Profile Information Page, page B-162](#)
- [Tasks Using the Profile Information Page, page B-162](#)

**Tip**

If you linked to this section from a procedure and want to return to that procedure, then click the Back button on your web browser. You can also find a link to the procedure in the [“Tasks Using the Profile Information Page” section on page B-162](#).

Fields on the Profile Information Page

Table B-118 *Profile Information Page Fields*

| Field | Description | Value |
|----------------------------|---|--|
| Destination | Destination of the exported information. For descriptions, restrictions, and recommendations for each option, see the “About Export Destinations” section on page 8-2 . | Screen File Printer Default: Screen |
| Include field header names | Whether or not to include the field header names in the exported file. | No Yes Default: Yes |

Related Topics

- [About This Page: Profile Information, page B-146](#)

Buttons on the Profile Information Page

Table B-119 *Profile Information Page Buttons*

| Button | Action |
|---------------|--|
| Create Report | Exports the user profile information from the Cisco Unified MeetingPlace Express database. |
| Cancel | Exits the page. |

Related Topics

- [About This Page: Profile Information, page B-146](#)

Output Fields of the Profile Information Page

[Table B-120](#) lists, in alphabetical order, the output fields that the system displays after exporting user profile information. It also includes a description and allowable values for each field.



Note

The following notes apply when you use the exported output to create import files:

- These headers (and their corresponding information) can be arranged in any order, as long as the information in the header and the corresponding information are in the same order. So if you move the fnm field to the second position in the header, you must move the fnm information in the data files to the second position.
- Many fields are automatically populated based on the information in the user's group. In the table, these values are shown as "Group Default".
- Several fields are not supported in this release of Cisco Unified MeetingPlace Express but may be used in future releases. These fields are noted in the table.
- The uid, prfnum, and EncryptedUserPWD fields are required when importing users. The uid and prfnum fields are required when deleting users.

Table B-120 *Output Fields for Importing User Profiles*

| Header Field | Description | Allowable Values |
|-------------------------------|--|---------------------------------|
| Required Header Fields | | |
| EncryptedUserPWD | <p>Password used to log in to Cisco Unified MeetingPlace Express from a workstation.</p> <p>Note that the user ID and user password fields are used to log in to Cisco Unified MeetingPlace Express from a workstation. The profile number and profile password fields are used to authenticate to Cisco Unified MeetingPlace Express from a touch-tone phone.</p> <p>Restrictions:</p> <ul style="list-style-type: none"> • Unicode is not supported. • If this field is dimmed and marked with a padlock icon, then the user is authenticated by an external directory, and you cannot modify this field. See the "About the Methods of Adding User Profiles" section on page 6-8. | 5 to 17 alphanumeric characters |

Table B-120 *Output Fields for Importing User Profiles (continued)*

| Header Field | Description | Allowable Values |
|--------------|--|------------------------------------|
| prfnum | <p>Number that identifies this user profile. Used to authenticate to Cisco Unified MeetingPlace Express from a touch-tone phone.</p> <p>Recommendation: Use the user's phone extension or voice-mail number.</p> <p>Note that the user's user ID and user password are used to log in to Cisco Unified MeetingPlace Express from a workstation. The user's profile number and profile password are used to authenticate to Cisco Unified MeetingPlace Express from a touch-tone phone.</p> <p>Restrictions:</p> <ul style="list-style-type: none"> • If reservationless meetings are enabled on the system, then you cannot configure a profile number that matches an existing meeting ID. Similarly, users will not be able to schedule a meeting whose meeting ID matches an existing profile number. For more information about reservationless meetings, see the “About Reservationless Meetings” section on page 4-6. • If this field is dimmed and marked with a padlock icon, then the user is authenticated by an external directory, and you cannot modify this field. See the “About the Methods of Adding User Profiles” section on page 6-8. • This field is dimmed and cannot be modified in the preconfigured guest profile. | 1 to 17 numeric characters (0 - 9) |

Table B-120 Output Fields for Importing User Profiles (continued)

| Header Field | Description | Allowable Values |
|-------------------------------|---|--|
| uid | <p>Username used to log in to Cisco Unified MeetingPlace Express from a workstation.</p> <p>Note that the user ID and user password are used to log in to Cisco Unified MeetingPlace Express from a workstation. The profile number and profile password are used to authenticate to Cisco Unified MeetingPlace Express from a touch-tone phone.</p> <p>Restrictions:</p> <ul style="list-style-type: none"> This field cannot contain the following special characters: !@#\$%^&*()+=-[]\';,./{} ":<>? Uppercase characters are automatically converted to lowercase characters. If this field is dimmed and marked with a padlock icon, then the user is authenticated by an external directory, and you cannot modify this field. See the “About the Methods of Adding User Profiles” section on page 6-8. This field is dimmed and cannot be modified in the preconfigured guest profile. | 1 to 32 alphanumeric characters |
| Optional Header Fields | | |
| 1stSearch | <p>The default first number that the system uses to search for the user.</p> <p>Note that if you choose Group Default for this field, then the 2ndSearch and 3rdSearch fields are automatically set to Group Default.</p> | Main Alternate Flex None Group Default Default: Group Default |
| 2ndSearch | <p>The default second number that the system uses to search for the user.</p> <p>Note that if you choose Group Default for this field, then the 1stSearch and 3rdSearch fields are automatically set to Group Default.</p> | Main Alternate Flex None Group Default Default: Group Default |
| 3rdSearch | <p>The default third number that the system uses to search for the user.</p> <p>Note that if you choose Group Default for this field, then the 1stSearch and 2ndSearch fields are automatically set to Group Default.</p> | Main Alternate Flex None Group Default Default: Group Default |
| abbprompts | <i>Not supported.</i> | — |
| allowguestoutdial | <i>Not supported.</i> | — |
| AllowInternetAccess | <i>Not supported.</i> | — |
| AllowVideoSched | <i>Not supported.</i> | — |

Table B-120 Output Fields for Importing User Profiles (continued)

| Header Field | Description | Allowable Values |
|--------------|---|---|
| altnotifprf | Alternative e-mail notification delivery method to use if the preferred method fails. | None E-mail Group Default Default: Group Default |
| altphnum | <i>Not supported.</i> | — |
| anndpart | Announcement played when this user leaves meetings. | Beep only Beep+Name Silent Group Default Default: Group Default |
| annentry | Announcement played when this user joins meetings. | Beep only Beep+Name Silent Group Default Default: Group Default |
| announceqarr | <i>Not supported.</i> | — |
| announceqdep | <i>Not supported.</i> | — |
| attndprf | <p>The method by which this user joins the following types of meetings:</p> <ul style="list-style-type: none"> Meetings that are scheduled by this user. Meetings to which this user is invited by profile. <p>Options:</p> <ul style="list-style-type: none"> Have user call in—User either calls into meetings or uses the Call Me dial-out feature from the web. Have system find user—Enables the Find Me dial-out feature for this user. <p>See the “About Dial-Out Features and Voice Prompt Languages” section on page 6-18.</p> | Have user call in/ Have system find user/ Group Default Default: Group Default |
| autodistatts | <i>Not supported.</i> | — |
| autostrtrcrd | Whether the system should automatically start recording meetings for this user. | Yes No Group Default Default: Group Default |
| bcode | <p>Code used in billing reports. For more information, see the “About Billing Information” section on page 6-26.</p> <p>Recommendation: Follow existing conventions at your company, such as department codes.</p> | 0 to 17 alphanumeric characters Default: Group Default |

Table B-120 Output Fields for Importing User Profiles (continued)

| Header Field | Description | Allowable Values |
|----------------------------|--|---|
| BillCodeIsDefault | Whether the billing code is the default. | Yes No Default: Yes |
| canallowguestoutdial | Whether guest users can make outgoing calls. | Yes No Group Default Default: Group Default |
| CanChangeMtgID | <i>Not supported.</i> | — |
| CanOutdialIsDefault | Whether the user can call out from meetings. | Yes No Group Default Default: No |
| canrecord | Whether the user can record meetings. | Yes No Group Default Default: Group Default |
| CanRecordMeetingsIsDefault | Whether the user can record meetings by default. | Yes No Group Default Default: Group Default |
| chatclienttype | <i>Not supported.</i> | — |
| endial | Whether or not dial-out privileges are enabled for this user. To enable dial-out privileges and the Find Me feature, select True. For more information, see the following topics: <ul style="list-style-type: none"> About Dial-Out Features and Voice Prompt Languages, page 6-18 About the Find Me Feature, page 6-20. | True False Default: False |
| concurrentquestions | <i>Not supported.</i> | — |
| ctctuid | Username of the delegate who is allowed to schedule, monitor, and reschedule Cisco Unified MeetingPlace Express meetings on behalf of this user and manage the user profile. For more information, see the “About Delegates” section on page 6-15. Restriction: This field cannot contain the following special characters: !@#%\$%^&*()+=-[]\';,/{} ":<>? | 0 to 17 alphanumeric characters Default: Group Default |
| DayOfLastImmedMtg | The date and time of the last immediate meeting that this user scheduled. | This field is read-only. |

Table B-120 **Output Fields for Importing User Profiles (continued)**

| Header Field | Description | Allowable Values |
|-----------------|---|---|
| dfltnotifprio | Priority given to e-mail notifications sent when this user schedules meetings. | Low Normal Urgent Group Default Default: Group Default |
| disablerollcall | <i>Not supported.</i> | — |
| emailaddr | E-mail address used in e-mail notifications. Restriction: Must be in the following format: <ol style="list-style-type: none"> 1. a-z, A-Z, 0-9 2. Optional: <ol style="list-style-type: none"> a. One of these characters: _,- b. a-z, A-Z, 0-9 3. @ 4. a-z, A-Z, 0-9, - 5. . 6. a-z, A-Z, 0-9—Only 2-4 characters are allowed at the end Recommendation: (Guest profile only) Leave this field blank in the preconfigured guest profile, because this guest profile field is inherited in all new user profiles. Examples: <ul style="list-style-type: none"> • me.myself@example.com • someone@example.com | 0 to 128 alphanumeric characters |
| EmailFormat | The format in which this user sends and receives e-mail messages. | HTML txt Default: txt |
| emailtype | E-mail system used by this user. | None cc:Mail Lotus Notes Microsoft Mail Microsoft Exchange Qualcomm Eudora Netscape Messenger Other gd Default: gd |

Table B-120 Output Fields for Importing User Profiles (continued)

| Header Field | Description | Allowable Values |
|---------------------|---|---|
| EncryptedProfilePWD | <p>Password used to authenticate to Cisco Unified MeetingPlace Express from a touch-tone phone.</p> <p>Set this as a temporary default password. Users must change their profile password when they first connect to Cisco Unified MeetingPlace Express.</p> <p>Note that the user ID and user password are used to log in to Cisco Unified MeetingPlace Express from a workstation. The profile number and profile password are used to authenticate to Cisco Unified MeetingPlace Express from a touch-tone phone.</p> <p>Restrictions:</p> <ul style="list-style-type: none"> If this field is dimmed and marked with a padlock icon, then the user is authenticated by an external directory, and you cannot modify this field. See the “About the Methods of Adding User Profiles” section on page 6-8. This field is dimmed and cannot be modified in the preconfigured guest user profile. | 5 to 17 numeric characters (0 - 9) |
| fadvanceinfo | <i>Not supported.</i> | — |
| fallowdataconf | <i>Not supported.</i> | — |
| fallowguestview | <p>Whether or not to publicly display meetings that are scheduled by users in this group on the Find Meeting end-user page.</p> <p>While scheduling each meeting, users can override this setting and decide whether or not to publish the meetings, unless the end-user web interface is customized to hide this option. See the “About Customizing End-User Pages” section on page 11-1.</p> <p>Restriction: This field is ignored for reservationless meetings, which are always publicly listed after the first person joins the voice meeting.</p> | <p>Yes No Group Default</p> <p>Default: Group Default</p> |
| fautoproenabled | <p>Whether or not this user immediately joins meetings after entering the meeting ID.</p> <p>When No is selected, the user hears a meeting ID confirmation and is asked to record a name before joining the meeting.</p> <p>When Yes is selected, the user immediately joins the meeting after entering the meeting ID.</p> | <p>Yes No Group Default</p> <p>Default: Group Default</p> |
| faxnum | <i>Not supported.</i> | — |
| faxxlattblnum | <i>Not supported.</i> | — |

Table B-120 Output Fields for Importing User Profiles (continued)

| Header Field | Description | Allowable Values |
|----------------------------|--|--|
| fCanInviteRemote Servers | <i>Not supported.</i> | — |
| fchatsession | <i>Not supported.</i> | — |
| fEndMtgWarn | Whether the system should display an end of meeting warning by default for the meetings that this user schedules. | Yes No Group Default Default: Group Default |
| fismtgseminartype | <i>Not supported.</i> | — |
| fMtgExtendPrompts | Whether the system should support extended prompts for the meetings that this user schedules. | Yes No Group Default Default: Group Default |
| fnm | User's first name. Used in meeting participant lists and reports. Restriction: This field cannot contain the following special characters: !@#\$\$%^&*()+=[]\';,/{}\"':<>? Recommendation: (Guest profile only) Keep the default value or choose a name that clearly indicates a guest meeting participant. | 0 to 32 alphanumeric characters Default varies by profile: <ul style="list-style-type: none"> • guest: Guest • admin: Administrator • all others: blank |
| fqnadisable | <i>Not supported.</i> | — |
| fstartpeopleinwr | <i>Not supported.</i> | — |
| ftellpartpos | <i>Not supported.</i> | — |
| groupulallowed | <i>Not supported.</i> | — |
| grpname | Name of user group, if any, to which this user profile belongs. The drop-down menu displays the preconfigured System user group and all defined user groups, if any. | System Any defined group Default: System |
| grpnum | Number used to identify this user group. | 0 to 17 numeric characters (0 - 9) Default: 0 |
| InternetEmailAddr | <i>Not supported.</i> | — |
| IsActiveIsDefault | Whether this user is active by default. | Yes No Group Default Default: Group Default |
| IsAdvancedPromptsIsDefault | <i>Not supported.</i> | — |

Table B-120 Output Fields for Importing User Profiles (continued)

| Header Field | Description | Allowable Values |
|-------------------------------|---|---|
| IsContactIDDefault | Whether the contact for this user is always the contact by default. | Yes No Default: No |
| isLocalUser | Whether this user is authenticated locally. <ul style="list-style-type: none"> If this field is set to Yes, this is a local user. If this field is set to No, this user is authenticated by an external directory. | Yes No Group Default Default: Yes |
| IsMaxImmedMtgsPerDayDefault | <i>Not supported.</i> | — |
| IsMaximumMeetingLengthDefault | Whether the maximum meeting length for meetings that this user schedules is the default. | Yes No Default: Yes |
| IsMaxVUIODsPerMtgDefault | <i>Not supported.</i> | — |
| IsMeetingRestrictionDefault | Whether meetings for this user always have restrictions by default. | Yes No Default: Yes |
| IsMtgNoteRestrictionDefault | <i>Not supported.</i> | — |
| IsODXLatTableNumDefault | <i>Not supported.</i> | — |
| IsPasswordRequiredOnODDefault | Whether a password is required when this user makes outgoing calls. | Yes No Default: Yes |
| IsQuickMtgEntryAllowedDefault | Whether the user can quickly enter meetings by default. | Yes No Default: Yes |
| Inm | User's last name. Used in meeting participant lists and reports. Restriction: Only the following characters are allowed in this field: <ul style="list-style-type: none"> -.' space a-z 0-9 Recommendation: (Guest profile only) Keep the default value or choose a name that clearly indicates a guest meeting participant. | 1 to 32 alphanumeric characters Default varies by profile: <ul style="list-style-type: none"> guest: User admin: Cisco Unified MeetingPlace Express all others: blank |
| MaxImmedMtgsPerDay | <i>Not supported.</i> | — |

Table B-120 Output Fields for Importing User Profiles (continued)

| Header Field | Description | Allowable Values |
|----------------------------|--|---|
| MaximumMeetingLength | Maximum length of a meeting, in minutes. This user cannot schedule meetings longer than this amount. Restriction: This number cannot exceed the value entered in the Maximum meeting length (minutes) field. See the “About This Page: Meeting Configuration” section on page B-121. | Range: 2 to 1440 Group Default Default: Group Default |
| MaxVUIODsPerMtg | <i>Not supported.</i> | — |
| meetingcategory | <i>Not supported.</i> | — |
| mxattsprmtg | <i>Not supported.</i> | — |
| NamedDisconnectIsDefault | Whether there is a departure announcement by default. | Yes No Default: Yes |
| NamedIntroductionIsDefault | Whether there is an entry announcement by default. | Yes No Default: Yes |
| numdataparts | <i>Not supported.</i> | — |
| NumImmedMtgsOnThatDay | The number of immediate meetings that the user scheduled on the last day that he scheduled an immediate meeting. | Number. Default: 0 |
| ODXLatTableNum | <i>Not supported.</i> | — |
| PasswordRequiredIsDefault | Whether or not a dial-out participant must provide a profile password before being admitted into the voice meeting. See the “About Toll Fraud Prevention” section on page 9-6. | Yes No Default: Yes |
| pgrnum | Shared phone number for all the non-direct-dial pagers for this user and all users in the user’s group. The user’s PIN for the pager system is set elsewhere. Restrictions: <ul style="list-style-type: none"> This field applies only to users whose individual user profiles are configured with a non-direct-dial pager PIN number in the Search order for “Find Me” field. Only the following characters are allowed: (), -, and 0-9. | 0 to 32 numeric characters |
| pgrtype | The default type of pager for this user. | DID pager none non-DID pager gd Default: gd |

Table B-120 Output Fields for Importing User Profiles (continued)

| Header Field | Description | Allowable Values |
|--------------------------|--|--|
| phnum | User's primary contact phone number. | 1 to 32 numeric characters. Allowed characters include () - " ' and space |
| playattlstfifo | <i>Not supported.</i> | — |
| preferredunit | <i>Not supported.</i> | — |
| privateulallowed | <i>Not supported.</i> | — |
| prmrnotifprf | The primary delivery method that the system uses to deliver e-mail notifications for this user. | E-mail none Group Default Default: Group Default |
| profileflex1 | <i>Not supported.</i> | — |
| profileflex2 | <i>Not supported.</i> | — |
| profileflex3 | <i>Not supported.</i> | — |
| profileflex4 | <i>Not supported.</i> | — |
| profileflex5 | <i>Not supported.</i> | — |
| profileflex6 | <i>Not supported.</i> | — |
| profileflex7 | <i>Not supported.</i> | — |
| publiculallowed | <i>Not supported.</i> | — |
| pwdonoooutdial | Whether guest users need a password to call out of meetings. | Yes No Group Default Default: Group Default |
| pwdreq | Whether or not meetings scheduled by this user require a password. This field also applies to reservationless meetings. | Yes No Group Default Default: Group Default |
| qnanotify | <i>Not supported.</i> | — |
| rcvattswnotif | <i>Not supported.</i> | — |
| rcvnotifs | Whether or not this user receives e-mail notifications. Recommendation: Use a consistent setting across your user base. Also, avoid changing this setting once Cisco Unified MeetingPlace Express is already in use, because users might already expect and rely on the current e-mail notification behavior. | Yes No Group Default Default: Group Default |
| RecordMeetingsIs Default | Whether this user always records meetings as a default. | Yes No Default: Yes |

Table B-120 Output Fields for Importing User Profiles (continued)

| Header Field | Description | Allowable Values |
|-------------------------------|---|--|
| recordmtgs | Whether meetings scheduled by this user are recorded by default. | Yes No Group Default Default: Group Default |
| ReserveVoiceLicenses | Whether the system should reserve voice licenses for you. | Yes No Group Default Default: Group Default |
| RsvnlessCnfg | Whether or not this user can set up and own reservationless meetings. This field displays (Yes) or hides (No) the Start Reservationless link in the web interface for this user. Restriction: This field is ignored if the Enable reservationless field is set to No. See the “About This Page: Meeting Configuration” section on page B-121 . | No Yes Default: Yes |
| RsvnlessCnfgGD | The group default number for reservationless meetings that this user schedules. | A number. Default: 255 |
| schedhomesiteonly | <i>Not supported.</i> | — |
| schedprefunitonly | <i>Not supported.</i> | — |
| ScreenedIntroductionIsDefault | <i>Not supported.</i> | — |
| screntry | <i>Not supported.</i> | — |
| shrtmnus | Whether the user should skip pre-meeting options. | Yes No Group Default Default: Group Default |
| site | <i>Not supported.</i> | — |
| sndinvlstwnotif | Whether or not to include the names of meeting invitees in e-mail notifications sent when this user schedules meetings. | Yes No Group Default Default: Group Default |
| sndmtgpwdwnotif | Whether or not meeting passwords (if any) are included in e-mail notifications sent when this user schedules meetings. Recommendation: Use a consistent setting across your user base. Also, avoid changing this setting once Cisco Unified MeetingPlace Express is already in use, because users might already expect and rely on the current e-mail notification behavior. | Yes No Group Default Default: Group Default |

Table B-120 Output Fields for Importing User Profiles (continued)

| Header Field | Description | Allowable Values |
|-------------------|---|---|
| sndnotifonmtgch | <p>Whether or not e-mail notifications are sent when the following meeting parameters change:</p> <ul style="list-style-type: none"> • Date or time • Password • Meeting ID • List of invitees <p>Recommendation: Use a consistent setting across your user base. Also, avoid changing this setting once Cisco Unified MeetingPlace Express is already in use, because users might already expect and rely on the current e-mail notification behavior.</p> | <p>Yes No Group Default Default: Group Default</p> |
| sndnotifs | <p>Whether or not e-mail notifications are sent when this user schedules meetings.</p> <p>Restriction: Notifications are never sent for reservationless meetings.</p> <p>Recommendation: Use a consistent setting across your user base. Also, avoid changing this setting once Cisco Unified MeetingPlace Express is already in use, because users might already expect and rely on the current e-mail notification behavior.</p> | <p>Yes No Group Default Default: Group Default</p> |
| SSI_RollMapID | <i>Not supported.</i> | — |
| SSI_SiteID | <i>Not supported.</i> | — |
| SSI_SystemID | <i>Not supported.</i> | — |
| TimeZoneIsDefault | Whether this timezone is the default. | <p>Yes No Default: Yes</p> |
| tzcode | User's time zone. Set the time zone for the geographical location in which the user typically conducts business. For more information, see the “About Time Zones” section on page 6-24. | <p>Choose from the options in the drop-down menu Group Default Default: Group Default</p> |
| uactive | <p>Whether this profile is active, inactive, or locked.</p> <p>A user with an inactive user profile cannot log in to Cisco Unified MeetingPlace Express. The user may still attend meetings that are not restricted to profiled users. See the “About the Active, Inactive, and Locked States of User Profiles” section on page 6-31.</p> <p>Restriction: The preconfigured admin profile cannot be locked.</p> | <p>Yes No Locked Group Default Default: Group Default</p> |

Table B-120 Output Fields for Importing User Profiles (continued)

| Header Field | Description | Allowable Values |
|------------------------|---|---|
| updatetime | The date and time of the last change to a file or record associated with this user. Note that this field is read-only. | MM/DD/YYYY HH:MM |
| utype | Type of user, which determines user privileges. See the “About the Types of Users” section on page 6-14. Restriction: This field is dimmed and cannot be modified in the preconfigured guest (End User) and admin (System Mgr) profiles. | End User Delegate Attendant System Mgr Default: End User |
| VideoEndPtBandwidth | <i>Not supported.</i> | — |
| VLanguage | Selected language for this user. | Group Default One of the installed and enabled languages Default: Group Default |
| VName | Whether the name for this user has been recorded. | Recorded Not Recorded Default: Not Recorded |
| VUPasswordLast Changed | (Read Only) Date and time the user password was last changed. | — |
| WFPasswordLast Changed | (Read Only) Date and time the profile password was last changed. | — |
| whocanattnd | Who can attend meetings scheduled by this user: anyone or only those with user profiles in the Cisco Unified MeetingPlace Express database. If you select Users with Cisco Unified MeetingPlace Express Profiles only, then only those who successfully authenticate to Cisco Unified MeetingPlace Express can attend the meetings. Restriction: This field is ignored for reservationless meetings, which anyone may attend. | Anyone Users with Cisco Unified MeetingPlace Express Profiles only Group Default Default: Group Default |
| whocanlstn | Who can listen to meetings recorded by this user. Note that this field is read-only. | Anyone Default: Anyone |

Related Topics

- [About This Page: Profile Information, page B-146](#)

Finding the Profile Information Page

-
- 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 **Maintenance**.
 - Click **Export Information**.
 - Click **Profile Information**.
-

Related Topics

- [About This Page: Profile Information, page B-146](#)

Tasks Using the Profile Information Page

This page is used to complete the following task:

- [Exporting Information about User Profiles, page 8-4](#)

Related Topics

- [About Export Destinations, page 8-2](#)
- [Running Reports and Exporting Data from Cisco Unified MeetingPlace Express, page 8-1](#)
- [Importing User Profiles, page 7-6](#)
- [About This Page: Profile Information, page B-146](#)

About This Page: Reports

The Reports page leads to other pages that provide the options listed in [Table B-121](#).

Table B-121 Reports Area Options and Pages

| Option | Administration Center Page |
|--|---|
| View meeting cancellations. | About This Page: Meeting Cancellation Report, page B-118 |
| View billing reports. | About This Page: Billing Report, page B-38 |
| Compare port usage with available capacity. | About This Page: Port Utilization Report, page B-144 |
| View disk usage by meetings and available space in current disks. | About This Page: Disk Usage Report, page B-58 |
| View or delete meeting notifications that are waiting to be sent by e-mail to end users. | About This Page: E-Mail Notification Queue Status Report, page B-82 |

Table B-121 Reports Area Options and Pages (continued)

| Option | Administration Center Page |
|--|--|
| View active or historical data about the software audio mixer. | About This Page: Audio Mixer Statistics Reports, page B-30 |
| View information about meetings that are currently in session. | About This Page: In-Session Monitoring, page B-111 |

About This Page: Scheduling Failures Report

This page was renamed to the Scheduling Failures Information page in Release 1.1.2. See the [“About This Page: Scheduling Failures Information”](#) section on page B-163.

About This Page: Scheduling Failures Information

This page is used to export information about failed attempts to schedule meetings during a specified range of dates. See the following topics:

- [Fields on the Scheduling Failures Information Page, page B-163](#)
- [Buttons on the Scheduling Failures Information Page, page B-164](#)
- [Output Fields of the Scheduling Failures Information Page, page B-164](#)
- [Failure Codes of the Scheduling Failures Information Page, page B-165](#)
- [Finding the Scheduling Failures Information Page, page B-166](#)
- [Tasks Using the Scheduling Failures Information Page, page B-166](#)



Tip

If you linked to this section from a procedure and want to return to that procedure, then click the Back button on your web browser. You can also find a link to the procedure in the [“Tasks Using the Scheduling Failures Information Page”](#) section on page B-166.

Fields on the Scheduling Failures Information Page

Table B-122 Scheduling Failures Information Page Fields

| Field | Description | Value |
|----------------------------|--|--|
| Destination | Destination of the exported information. For descriptions, restrictions, and recommendations for each option, see the “About Export Destinations” section on page 8-2. | Screen File Printer Default: Screen |
| Include field header names | Whether or not to include the field header names in the exported file. | No Yes Default: Yes |

Table B-122 Scheduling Failures Information Page Fields (continued)

| Field (continued) | Description | Value |
|-------------------|---|---|
| Start date | Earliest date for which you want to export scheduling failures information. | Format: mm/dd/yyyy Default: yesterday's date |
| End date | Latest date for which you want to export scheduling failures information. | Format: mm/dd/yyyy Default: today's date |

Related Topics

- [About This Page: Scheduling Failures Information, page B-163](#)

Buttons on the Scheduling Failures Information Page

Table B-123 Scheduling Failures Information Page Buttons

| Button | Action |
|---------------|---|
| Create Report | Exports the scheduling failures information from the Cisco Unified MeetingPlace Express database. |
| Cancel | Exits the page. |

Related Topics

- [About This Page: Scheduling Failures Information, page B-163](#)

Output Fields of the Scheduling Failures Information Page

Table B-124 Scheduling Failures Information Page Output Fields

| Field | Description |
|------------------|---|
| SchedulerUid | The username (used to log in to Cisco Unified MeetingPlace Express from a workstation, not from a phone) of the person who scheduled the meeting. |
| SchedulingTime | The date and time when the user tried to schedule the meeting. |
| MtgStartTime | The date and start time for the meeting that the user was trying to schedule. |
| DialableConfID | Unique number used by the local audio mixer to identify the voice meeting. This value is different from the meeting ID displayed to end users. |
| NumOfPortsRqsted | The number of ports requested for the failed meeting. |
| MtgLenthInMin | The length, in minutes, of the failed meeting. |
| UnitNo | <i>Not supported.</i> |
| SiteNo | <i>Not supported.</i> |
| SlotNo | <i>Not supported.</i> |

Table B-124 Scheduling Failures Information Page Output Fields (continued)

| Field | Description |
|------------------------|---|
| FailCode | The failure code that describes why the meeting could not be scheduled. See Table B-125 for information about the failure codes. |
| fSchedOnHomeServerOnly | Whether the user's profile is set to schedule meetings on the home server only. |
| fSchedOnHomeSiteOnly | Whether the user's profile is set to schedule meetings on the NS home site only. |
| ErrorString | A text string message that is displayed to the user. This message corresponds to the FailCode . |
| FailSeqNum | Tracks multiple failure attempts for the same meeting. |
| UniqueConfNum | Unique conference number assigned to this meeting after it was successfully scheduled. Note that this is 0 for meetings that are not scheduled successfully. |

Related Topics

- [About This Page: Scheduling Failures Information, page B-163](#)

Failure Codes of the Scheduling Failures Information Page

Table B-125 Scheduling Failures Information Page Failure Codes

| Field | Description |
|--------|---|
| 5155 | Server did not extend meeting because of one of these reasons: <ul style="list-style-type: none"> • Less than two participants are in the voice and web conferencing sessions. • The meeting was extended to more than 24 hours. • The Extend Meeting parameter is set to 0 minutes. |
| 5209 | The conference was terminated. |
| 5122 | Generic code for any error found from internal reservation mechanism. |
| 5154 | The server cannot commit the extensions because of a failure to save the extension record to the database. |
| 5129 | Original resource reservation cannot be found. |
| 131198 | Failed to extend because of lack of voice ports. |
| 131199 | Failed to extend because of lack of recording space. |
| 131262 | Failed to extend because of meeting ID conflict. |
| 131158 | One person remains in the conference. |
| 131159 | Conference was extended more than 24 hours. |

Related Topics

- [About This Page: Scheduling Failures Information, page B-163](#)

Finding the Scheduling Failures Information Page

-
- 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 **Maintenance**.
 - Click **Export Information**.
 - Click **Scheduling Failures Information**.
-

Related Topics

- [About This Page: Scheduling Failures Information, page B-163](#)

Tasks Using the Scheduling Failures Information Page

This page is used to complete the following task:

- [Exporting Information about Scheduling Failures, page 8-9](#)

Related Topics

- [About Export Destinations, page 8-2](#)
- [Running Reports and Exporting Data from Cisco Unified MeetingPlace Express, page 8-1](#)
- [About This Page: Scheduling Failures Information, page B-163](#)

About This Page: Services

The Services page leads to other pages with the options listed in [Table B-126](#) or [Table B-127](#), depending on whether you logged in as an attendant or a system administrator.

Table B-126 Attendant View of Services Area Options and Pages

| Option | Administration Center Page |
|--|--|
| Viewing, Deleting, and Exporting Alarms, page 14-6 | About This Page: Alarms, page B-28 |

Table B-127 System Administrator View of Services Area Options and Pages

| Option | Administration Center Page |
|---|---|
| Viewing the System Log, page 14-3 | About This Page: View System Logs, page B-206 |
| Viewing System Backup Logs, page 14-4 | About This Page: View Backup Logs, page B-201 |
| Viewing the System Information Capture Log, page 14-5 | About This Page: System Information Capture, page B-176 |

Table B-127 System Administrator View of Services Area Options and Pages (continued)

| Option | Administration Center Page |
|--|--|
| Viewing, Deleting, and Exporting Alarms, page 14-6 | About This Page: Alarms, page B-28 |
| Viewing System Status, page 14-7 | <ul style="list-style-type: none"> • About This Page: System Status, page B-180 • About This Page: System Status Details, page B-181 |

About This Page: SIP Configuration

This page is used to connect Cisco Unified MeetingPlace Express to a supported call-control device through a SIP trunk. See the following topics:

- [Fields on the SIP Configuration Page, page B-167](#)
- [Buttons on the SIP Configuration Page, page B-169](#)
- [Finding the SIP Configuration Page, page B-169](#)
- [Tasks Using the SIP Configuration Page, page B-169](#)



Tip

If you linked to this section from a procedure and want to return to that procedure, then click the Back button on your web browser. You can also find a link to the procedure in the [“Tasks Using the SIP Configuration Page”](#) section on page B-169.

Fields on the SIP Configuration Page

Table B-128 SIP Configuration Page Fields

| Field | Description | Value |
|---------------|--|--|
| SIP enabled? | Whether or not SIP is enabled. Notes <ul style="list-style-type: none"> • If this field is set to No, then incoming SIP calls cannot be received. • To use SIP for outgoing calls, see the “About This Page: Dial Configuration” section on page B-53. | Yes/No Default: Yes |
| Display name: | If a user calls Cisco Unified MeetingPlace Express from a Cisco Unified IP Phone, this name appears on the Cisco Unified IP Phone screen. | Up to 64 characters Default: Cisco Unified MeetingPlace Express |
| Username: | The phone number of the Cisco Unified MeetingPlace Express server. This number should match the Access phone number 1 field. See the “About This Page: Usage Configuration” section on page B-188. If Cisco Unified MeetingPlace Express dials out to a Cisco Unified IP Phone, this number appears on the Cisco Unified IP Phone screen. | Up to 64 characters Default: 0000 |

Table B-128 *SIP Configuration Page Fields (continued)*

| Field (continued) | Description | Value |
|---------------------|---|---|
| Local SIP port: | <p>UDP port used for incoming SIP calls to Cisco Unified MeetingPlace Express.</p> <p>Restriction: This number must match the port number configured on the call-routing device. See the “Configuring Call-Control Integration for Cisco Unified MeetingPlace Express” section on page 5-1.</p> <p>The following port settings are automatically configured on Cisco Unified MeetingPlace Express and cannot be modified:</p> <ul style="list-style-type: none"> Static UDP port 5060 is used for call setup of outgoing SIP calls from Cisco Unified MeetingPlace Express. Random UDP ports in the range 5000 to 65535 are used for RTP¹ voice streams. | <p>Range: 0 to 65535</p> <p>Default: 5060</p> |
| SIP proxy server 1: | <p>IP address of the SIP proxy server. The Cisco Unified MeetingPlace Express system directs dial-out calls to this IP address.</p> <p>SIP proxy servers receive SIP messages and forward them to the next SIP server in the network. Proxy servers can provide functions such as authentication, authorization, network access control, routing, reliable request retransmission, and security.</p> <p>Enter the decimal value of one octet in each field.</p> | <p>Range: 0 to 255</p> <p>Default: 0</p> |
| SIP proxy server 2: | <p>IP address of an optional failover SIP proxy server.</p> <p>Enter the decimal value of one octet in each field.</p> | <p>Range: 0 to 255</p> <p>Default: 0</p> |
| SIP proxy server 3: | <p>IP address of an optional failover SIP proxy server.</p> <p>Enter the decimal value of one octet in each field.</p> | <p>Range: 0 to 255</p> <p>Default: 0</p> |
| SIP proxy server 4: | <p>IP address of an optional failover SIP proxy server.</p> <p>Enter the decimal value of one octet in each field.</p> | <p>Range: 0 to 255</p> <p>Default: 0</p> |
| SIP proxy server 5: | <p>IP address of an optional failover SIP proxy server.</p> <p>Enter the decimal value of one octet in each field.</p> | <p>Range: 0 to 255</p> <p>Default: 0</p> |
| SIP proxy server 6: | <p>IP address of an optional failover SIP proxy server.</p> <p>Enter the decimal value of one octet in each field.</p> | <p>Range: 0 to 255</p> <p>Default: 0</p> |

1. RTP = Real-Time Transport Protocol.

Related Topics

- [About This Page: SIP Configuration, page B-167](#)

Buttons on the SIP Configuration Page

Table B-129 SIP Configuration Page Buttons

| Button | Action |
|----------------|--|
| Save | Saves the settings. |
| Reset | Returns values to the previously saved settings. |
| Cancel | Exits the page without saving any changes. |
| Export to file | Exports values to a text file. |

Related Topics

- [About This Page: SIP Configuration, page B-167](#)

Finding the SIP Configuration Page

-
- 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 **System Configuration**.
 - b. Click **Call Configuration**.
 - c. Click **SIP Configuration**.
-

Related Topics

- [About This Page: SIP Configuration, page B-167](#)

Tasks Using the SIP Configuration Page

This page is used to complete the following task:

- [Configuring Cisco Unified MeetingPlace Express: Connecting to a Call-Control Device Through a SIP Trunk, page 5-55](#)

Related Topics

- [About This Page: SIP Configuration, page B-167](#)
- [About This Page: H.323 Configuration, page B-100](#)
- [About This Page: Dial Configuration, page B-53](#)
- [Configuring Call-Control Integration for Cisco Unified MeetingPlace Express, page 5-1](#)

About This Page: SMTP Server Configuration

This page is used to connect Cisco Unified MeetingPlace Express to external SMTP servers, through which e-mail notifications are sent. See the following topics:

- [Fields on the SMTP Server Configuration Page, page B-170](#)
- [Buttons on the SMTP Server Configuration Page, page B-171](#)
- [Finding the SMTP Server Configuration Page, page B-171](#)
- [Tasks Using the SMTP Server Configuration Page, page B-172](#)



Tip

If you linked to this section from a procedure and want to return to that procedure, then click the Back button on your web browser. You can also find a link to the procedure in the [“Tasks Using the SMTP Server Configuration Page” section on page B-172](#).

Fields on the SMTP Server Configuration Page

Table B-130 SMTP Server Configuration Page Fields

| Field | Description | Value |
|--------------------------------------|---|------------------------------|
| Primary SMTP Server | | |
| Primary SMTP server | Hostname or IP address of the primary SMTP server. Example: mail1.example.com | — |
| Primary SMTP server authentication | Whether or not the primary SMTP server requires authentication for Cisco Unified MeetingPlace Express. | True/False Default: False |
| Primary SMTP server username | SMTP server username to use for authentication. | — |
| Primary SMTP server password | SMTP server password to use for authentication. | — |
| Primary SMTP server password confirm | | |
| Secondary SMTP Server | | |
| Secondary SMTP server | Hostname or IP address of the secondary SMTP server. Example: mail2.example.com For information about when the secondary SMTP server is used, see the “Configuring SMTP Servers” section on page 12-2 . | — |
| Secondary SMTP server authentication | Whether or not the primary SMTP server requires authentication for Cisco Unified MeetingPlace Express. | True/False Default: False |

Table B-130 SMTP Server Configuration Page Fields (continued)

| Field (continued) | Description | Value |
|--|---|-------|
| Secondary SMTP server username | SMTP server username to use for authentication. | — |
| Secondary SMTP server password | SMTP server password to use for authentication. | — |
| Secondary SMTP server password confirm | | |

Related Topics

- [About This Page: SMTP Server Configuration, page B-170](#)

Buttons on the SMTP Server Configuration Page

Table B-131 SMTP Server Configuration Page Buttons

| Button | Action |
|--------|--|
| Save | Saves the settings. |
| Reset | Returns values to the previously saved settings. |
| Cancel | Exits the page without saving any changes. |

Related Topics

- [About This Page: SMTP Server Configuration, page B-170](#)

Finding the SMTP Server Configuration Page

-
- 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 **E-Mail Service Administration**.
 - Click **SMTP Server Configuration**.
-

Related Topics

- [About This Page: SMTP Server Configuration, page B-170](#)

Tasks Using the SMTP Server Configuration Page

This page is used to complete the following task:

- [Configuring SMTP Servers, page 12-2](#)

Related Topics

- [About E-Mail Notifications, page 12-1](#)
- [About This Page: SMTP Server Configuration, page B-170](#)

About This Page: SNMP Community Strings

This page is used to display, add, edit, and delete SNMP community strings. See the following topics:

- [Fields on the SNMP Community Strings Page, page B-172](#)
- [Buttons on the SNMP Community Strings Page, page B-173](#)
- [Finding the SNMP Community Strings Page, page B-173](#)
- [Tasks Using the SNMP Community Strings Page, page B-173](#)



Tip

If you linked to this section from a procedure and want to return to that procedure, click the Back button on your web browser. You can also find a link to the procedure in the [“Tasks Using the SNMP Community Strings Page” section on page B-173](#).

Fields on the SNMP Community Strings Page

Table B-132 *SNMP Community Strings Page Fields*

| Field | Description |
|-----------------------|--|
| Community string name | The name of the SNMP community string. Click the underlined name of the SNMP community string to edit it. |
| Access privileges | <p>The level of access for this SNMP community string. Access privileges provide security by restricting the ability to alter the Cisco Unified MeetingPlace Express system.</p> <p>Allowable access privileges for the community strings are:</p> <ul style="list-style-type: none"> • Read only • Read write • Read write notify • Notify only • None |

Related Topics

- [About This Page: SNMP Community Strings, page B-172](#)

Buttons on the SNMP Community Strings Page

Table B-133 SNMP Community Strings Page Buttons

| Button | Action |
|-----------------|---|
| Add New | Adds a new SNMP community string. |
| Delete Selected | Deletes the SNMP community strings whose check boxes are checked. |
| Reset | Returns values to the previously saved settings. |
| Cancel | Exits the page without saving any changes. |

Related Topics

- [About This Page: SNMP Community Strings, page B-172](#)

Finding the SNMP Community Strings Page

-
- 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**.
-

Related Topics

- [About This Page: SNMP Community Strings, page B-172](#)

Tasks Using the SNMP Community Strings Page

This page is used to complete the following tasks:

- [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](#)

Related Topics

- [About SNMP, page 13-1](#)
- [About This Page: Edit SNMP Community String, page B-74](#)
- [About This Page: SNMP Community Strings, page B-172](#)

About This Page: SNMP Configuration

The SNMP Configuration page leads to other pages with configuration options listed in [Table B-134](#).

Table B-134 *SNMP Configuration Area Options and Pages*

| Option | Administration Center Pages |
|---------------------------|---|
| Community Strings | <ul style="list-style-type: none"> About This Page: Edit SNMP Community String, page B-74 About This Page: SNMP Community Strings, page B-172 |
| Notification Destinations | <ul style="list-style-type: none"> About This Page: Edit SNMP Notification Destination, page B-76 About This Page: SNMP Notification Destinations, page B-174 |

About This Page: SNMP Notification Destinations

This page is used to display, add, edit, and delete SNMP notification destinations. See the following topics:

- [Fields on the SNMP Notification Destinations Page, page B-174](#)
- [Buttons on the SNMP Notification Destinations Page, page B-175](#)
- [Finding the SNMP Notification Destinations Page, page B-175](#)
- [Tasks Using the SNMP Notification Destinations Page, page B-175](#)



Tip

If you linked to this section from a procedure and want to return to that procedure, click the Back button on your web browser. You can also find a link to the procedure in the “[Tasks Using the SNMP Notification Destinations Page](#)” section on page B-175.

Fields on the SNMP Notification Destinations Page

Table B-135 *SNMP Notification Destinations Page Fields*

| Field | Description |
|------------------------|---|
| Destination IP address | The IP address of this SNMP notification destination. Click the name of the SNMP notification destination to edit it. |
| Port number | The port number of this SNMP notification destination. |
| SNMP version | The SNMP version of this SNMP notification destination. |
| Community string name | The community string associated with this SNMP notification destination. |
| Notification type | The notification type for this SNMP notification destination. |

Related Topics

- [About This Page: SNMP Notification Destinations, page B-174](#)

Buttons on the SNMP Notification Destinations Page

Table B-136 SNMP Notification Destinations Page Buttons

| Button | Action |
|-----------------|--|
| Add New | Adds a new SNMP notification destination. |
| Delete Selected | Deletes the SNMP notification destination whose check boxes are checked. |
| Reset | Returns values to the previously saved settings. |
| Cancel | Exits the page without saving any changes. |

Related Topics

- [About This Page: SNMP Notification Destinations, page B-174](#)

Finding the SNMP Notification Destinations Page

-
- 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**.
-

Related Topics

- [About This Page: SNMP Notification Destinations, page B-174](#)

Tasks Using the SNMP Notification Destinations Page

This page is used to complete the following tasks:

- [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](#)

Related Topics

- [About SNMP, page 13-1](#)
- [About This Page: Edit SNMP Notification Destination, page B-76](#)
- [About This Page: SNMP Notification Destinations, page B-174](#)

About This Page: System Configuration

The System Configuration page leads to other pages with configuration options listed in [Table B-137](#).

Table B-137 System Configuration Area Configuration Options and Pages

| Option | Administration Center Pages |
|---|---|
| Configuring Basic Operation Parameters for Cisco Unified MeetingPlace Express, page 3-1 | <ul style="list-style-type: none"> • About This Page: Usage Configuration, page B-188 |
| Configuring Meetings for Cisco Unified MeetingPlace Express, page 4-1 | <ul style="list-style-type: none"> • About This Page: Meeting Configuration, page B-121 • About This Page: Dial Configuration, page B-53 • About This Page: Audio Parameters, page B-36 |
| Configuring Call-Control Integration for Cisco Unified MeetingPlace Express, page 5-1 | <ul style="list-style-type: none"> • About This Page: H.323 Configuration, page B-100 • About This Page: SIP Configuration, page B-167 |
| Configuring E-Mail Notifications for Cisco Unified MeetingPlace Express, page 12-1 | <ul style="list-style-type: none"> • About This Page: SMTP Server Configuration, page B-170 • About This Page: Edit Master Template (Basic), page B-71 • About This Page: Edit Master Template (Advanced), page B-68 • About This Page: Edit Language Property File, page B-66 • About This Page: Download a Language Property File, page B-62 • About This Page: Upload a Language Property File, page B-186 • About This Page: Templates Default Format and Language, page B-184 (available only in Releases 1.1.1 and earlier releases) |

About This Page: System Information Capture

This page is used to view system information, over a specific period of time, about the Cisco Unified MeetingPlace Express system:

- [Display Options for the System Information Capture Page, page B-177](#)
- [Buttons on the System Information Capture Page, page B-177](#)
- [Finding the System Information Capture Page, page B-177](#)
- [Tasks Using the System Information Capture Page, page B-178](#)



Tip

If you linked to this section from a procedure and want to return to that procedure, click the Back button on your web browser. You can also find a link to the procedure in the “[Tasks Using the System Information Capture Page](#)” section on page B-178.

Display Options for the System Information Capture Page

The System Information Capture page lets a system administrator obtain a snapshot of system information data. The options available to obtain the data are as follows:

- Navigate to the zip file specified on the page. The name of the zip file is based on the date and time parameters that you entered on the View System Information Capture page.
- Click **Export to File**. See the “Buttons on the System Information Capture Page” section on [page B-177](#).

Related Topics

- [About This Page: System Information Capture, page B-176](#)

Buttons on the System Information Capture Page

Table B-138 *System Information Capture Page Buttons*

| Button | Action |
|----------------|---|
| Export to File | Opens or saves the System Information Capture zip file. |
| Cancel | Exits the page. |

Related Topics

- [About This Page: System Information Capture, page B-176](#)

Finding the System Information Capture Page

-
- | | |
|--------|--|
| 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: <ul style="list-style-type: none">a. Click Services.b. Click Logs.c. Click View System Information Capture. |
| Step 4 | On the View System Information Capture page, enter or change the values in the fields, which are described in the “ About This Page: View System Information Capture ” section on page B-204 . |
| Step 5 | Click View Logs . |
-

Related Topics

- [About This Page: System Information Capture, page B-176](#)

Tasks Using the System Information Capture Page

This page is used to complete the following task:

- [Viewing the System Information Capture Log, page 14-5](#)

Related Topics

- [About System Logs, page 14-3](#)
- [About This Page: System Information Capture, page B-176](#)

About This Page: System Logs

This page displays the Cisco Unified MeetingPlace Express system log:

- [Fields on the System Logs Page, page B-178](#)
- [Buttons on the System Logs Page, page B-179](#)
- [Finding the System Logs Page, page B-179](#)
- [Tasks Using the System Logs Page, page B-180](#)



Tip

If you linked to this section from a procedure and want to return to that procedure, click the Back button on your web browser. You can also find a link to the procedure in the “[Tasks Using the System Logs Page](#)” section on page B-180.

Fields on the System Logs Page



Note

These fields only appear if your Cisco Unified MeetingPlace Express system has any data for the parameters you entered.

Table B-139 **System Logs Page Fields**

| Field | Description |
|----------|---|
| Date | The date on which the event occurred. |
| Time | The time at which the event occurred. |
| Severity | The severity of the event. Can be INFO, WARN, MIN, or MAJ. |
| Ex | The exception code that identifies the specific type of exception. Note that an exception code of 0 means no exception code is defined. There is a 1:1 correspondence between defined exception codes and the descriptions. |
| File | The name of the file in which the event occurred. |
| Line | The line in the file on which the event occurred. |

Table B-139 System Logs Page Fields (continued)

| Field | Description |
|-------------|--|
| SCodes | Context-specific values that are reported along with the exception code. Note that for events with undefined exception codes, these values are used as the description. |
| Description | Description of the event. |

Related Topics

- [About This Page: System Logs, page B-178](#)

Buttons on the System Logs Page

Table B-140 System Logs Page Buttons

| Button | Action |
|----------------|---|
| Previous | Shows the previous page of the system log. Note that this button is dimmed if you are on the first page of data or if your Cisco Unified MeetingPlace Express system has no data for the parameters you entered. |
| Next | Shows the next page of the system log. Note that this button is dimmed if you are on the last page of data or if your Cisco Unified MeetingPlace Express system has no data for the parameters you entered. |
| Export to File | Exports values to a text file. Note that this button is dimmed if your Cisco Unified MeetingPlace Express system has no data for the parameters you entered. |
| Cancel | Exits the page. |

Related Topics

- [About This Page: System Logs, page B-178](#)

Finding the System Logs Page

-
- 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 **Services**.
 - b. Click **Logs**.
 - c. Click **System Logs**.

- Step 4** On the View System Logs page, configure the fields, which are described in the “[About This Page: View System Logs](#)” section on page B-206.
- Step 5** Click **View Logs**.
-

Related Topics

- [About This Page: System Logs, page B-178](#)

Tasks Using the System Logs Page

This page is used to complete the following task:

- [Viewing the System Log, page 14-3](#)

Related Topics

- [About System Logs, page 14-3](#)
- [About This Page: System Logs, page B-178](#)

About This Page: System Status

This page is used to display the current status of the Cisco Unified MeetingPlace Express system:

- [Buttons on the System Status Page, page B-180](#)
- [Finding the System Status Page, page B-181](#)
- [Tasks Using the System Status Page, page B-181](#)

**Tip**

If you linked to this section from a procedure and want to return to that procedure, click the Back button on your web browser. You can also find a link to the procedure in the “[Tasks Using the System Status Page](#)” section on page B-181.

Buttons on the System Status Page

Table B-141 *System Status Page Buttons*

| Button | Action |
|---------|---|
| Execute | Runs the system status report and opens the System Status Details page. |
| Cancel | Exits the page. |

Related Topics

- [About This Page: System Status, page B-180](#)

Finding the System Status Page

-
- 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 **Services**.
 - Click **System Status**.
-

Related Topics

- [About This Page: System Status, page B-180](#)

Tasks Using the System Status Page

This page is used to complete the following task:

- [Viewing System Status, page 14-7](#)

Related Topics

- [About System Status, page 14-6](#)
- [About This Page: System Status, page B-180](#)

About This Page: System Status Details

This page displays the current status of the Cisco Unified MeetingPlace Express system:

- [Fields on the System Status Details Page, page B-182](#)
- [Buttons on the System Status Details Page, page B-183](#)
- [Finding the System Status Details Page, page B-183](#)
- [Tasks Using the System Status Details Page, page B-184](#)



Tip

If you linked to this section from a procedure and want to return to that procedure, click the Back button on your web browser. You can also find a link to the procedure in the [“Tasks Using the System Status Details Page”](#) section on page B-184.

Fields on the System Status Details Page

Table B-142 **Systems Status Details Page Fields**

| Field | Description |
|-------------------------------|---|
| General | |
| System mode | The current loading status of the Cisco Unified MeetingPlace Express software. One of the following: up, down, shutting down, loading, coming up, and unloaded. |
| Temperature | The temperature (in degrees Celsius) as measured on the MSC card inside the cabinet. Note that until the Cisco Unified MeetingPlace Express system is up, the temperature reads “Unknown.” Once the system is up, the temperature reads correctly. |
| Power supply | Displays either “OK” or displays a count of the times the voltage was out of tolerance. |
| Server Information | |
| Server name | The name of the server. |
| Unit | This is always set to 0. |
| Class | The class name. |
| Mailbox | The number of the mailbox. Note that this is a hexadecimal number. |
| Mailbox Information | |
| Mailbox name | The name of the mailbox. |
| Unit | This is always set to 0. |
| Mailbox | The number of the mailbox. Note that this is a hexadecimal number. |
| Messages | <i>For internal use only.</i> |
| Connection Information | |
| Conn ID | <i>For internal use only.</i> |
| Unit | This is always set to 0. |
| Creator MB | <i>For internal use only.</i> |
| Module Information | |
| Module name | The name of the software module. |
| CLS | <i>For internal use only.</i> |
| Status | Status of the module. One of the following: up, down, starting, going down, exiting, or gone. |
| PID | <i>For internal use only.</i> |
| UID | Username used to log in to Cisco Unified MeetingPlace Express from a workstation (not from a phone). |
| Exit | <i>For internal use only.</i> |

Table B-142 Systems Status Details Page Fields (continued)

| Field | Description |
|-------------------------|-------------------------------|
| Unit Information | |
| Unit | This is not used. |
| Site | This is not used. |
| Status | This is not used. |
| Run level | This is not used. |
| Unit kind | This is not used. |
| Last attach | This is not used. |
| CPU Information | |
| CPU usage | <i>For internal use only.</i> |

Related Topics

- [About This Page: System Status Details, page B-181](#)

Buttons on the System Status Details Page

Table B-143 System Status Details Page Buttons

| Button | Action |
|----------------|--|
| Refresh | Gathers and displays the most recent data. |
| Cancel | Exits the page. |
| Export to File | Exports values to a text file. |

Related Topics

- [About This Page: System Status Details, page B-181](#)

Finding the System Status Details Page

-
- 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 **Services**.
 - b. Click **System Status**.
 - Step 4** Click **Execute**.
-

Related Topics

- [About This Page: System Status Details, page B-181](#)

Tasks Using the System Status Details Page

This page is used to complete the following task:

- [Viewing System Status, page 14-7](#)

Related Topics

- [About System Status, page 14-6](#)
- [About This Page: System Status Details, page B-181](#)

About This Page: Templates Default Format and Language



Note

This Administration Center page is available in Release 1.1.1 and earlier releases only. See the [“Setting the Default Format and Language of E-Mail Notifications”](#) section on page 12-12.

This page is used to set which e-mail format and language property file appears by default in the Edit Master Template and Edit Language Property File pages. See the following topics:

- [Fields on the Templates Default Format and Language Page, page B-184](#)
- [Buttons on the Templates Default Format and Language Page, page B-185](#)
- [Finding the Templates Default Format and Language Page, page B-185](#)
- [Tasks Using the Templates Default Format and Language Page, page B-186](#)



Tip

If you linked to this section from a procedure and want to return to that procedure, then click the Back button on your web browser. You can also find a link to the procedure in the [“Tasks Using the Templates Default Format and Language Page”](#) section on page B-186.

Fields on the Templates Default Format and Language Page



Note

This Administration Center page is available in Release 1.1.1 and earlier releases only. See the [“Setting the Default Format and Language of E-Mail Notifications”](#) section on page 12-12.

Table B-144 *Templates Default Format and Language Page Fields*

| Field | Description | Value |
|---|--|---|
| Default format for e-mail notification templates: | Which e-mail format is displayed by default in the Edit Master Template pages. | html/txt Default: html |
| Default language for e-mail notification templates: | Which language property file is displayed by default in the Edit Master Template (Advanced) and Edit Language Property File pages. | Choose from the drop-down menu of installed and enabled languages. Default: en_US (U.S. English) |

Related Topics

- [About This Page: Templates Default Format and Language, page B-184](#)

Buttons on the Templates Default Format and Language Page

**Note**

This Administration Center page is available in Release 1.1.1 and earlier releases only. See the [“Setting the Default Format and Language of E-Mail Notifications”](#) section on page 12-12.

Table B-145 *Templates Default Format and Language Page Buttons*

| Button | Action |
|--------|--|
| Save | Saves the settings. |
| Reset | Returns values to the previously saved settings. |
| Cancel | Exits the page without saving any changes. |

Related Topics

- [About This Page: Templates Default Format and Language, page B-184](#)

Finding the Templates Default Format and Language Page

**Note**

This Administration Center page is available in Release 1.1.1 and earlier releases only. See the [“Setting the Default Format and Language of E-Mail Notifications”](#) section on page 12-12.

- 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 **E-Mail Service Administration**.
 - Click **E-Mail Notification Template Configuration**.
 - Click **Set Default Format and Language**.
-

Related Topics

- [About This Page: Templates Default Format and Language, page B-184](#)

Tasks Using the Templates Default Format and Language Page

This page is used to complete the following task:

- [Setting the Default Format and Language of E-Mail Notifications, page 12-12](#)

Related Topics

- [About E-Mail Notifications, page 12-1](#)
- [About This Page: Edit Master Template \(Advanced\), page B-68](#)
- [About This Page: Templates Default Format and Language, page B-184](#)

About This Page: Upload a Language Property File

This page is used to upload a language property file from a PC to Cisco Unified MeetingPlace Express. See the following topics:

- [Fields on the Upload a Language Property File Page, page B-187](#)
- [Buttons on the Upload a Language Property File Page, page B-187](#)
- [Finding the Upload a Language Property File Page, page B-187](#)
- [Tasks for the Upload a Language Property File Page, page B-188](#)



Tip

If you linked to this section from a procedure and want to return to that procedure, then click the Back button on your web browser. You can also find a link to the procedure in the [“Tasks for the Upload a Language Property File Page”](#) section on page B-188.

Fields on the Upload a Language Property File Page

Table B-146 Upload a Language Property File Page Field

| Field | Description | Value |
|--------------------------------|---|---|
| Language Name | Language with which to associate the property file. | Choose from the drop-down menu of installed and enabled languages. Default: en_US (U.S. English) |
| Choose language file to upload | Directory path and filename of the language property file on the PC. Restriction: Filename must exactly match the name of an existing Cisco Unified MeetingPlace Express language property file. | To locate the file, click Browse . |

Related Topics

- [About This Page: Upload a Language Property File, page B-186](#)

Buttons on the Upload a Language Property File Page

Table B-147 Upload a Language Property File Page Buttons

| Button | Action |
|--------|--|
| Upload | Uploads the selected language property file. |
| Reset | Returns values to the previously saved settings. |
| Cancel | Exits the page without saving changes. |

Related Topics

- [About This Page: Upload a Language Property File, page B-186](#)

Finding the Upload a Language Property File Page

-
- 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:
 - a. Click **System Configuration**.
 - b. Click **E-Mail Service Administration**.
 - c. Click **E-Mail Notification Template Configuration**.
 - d. Click **Upload a Language Property File**.
-

Related Topics

- [About This Page: Upload a Language Property File, page B-186](#)

Tasks for the Upload a Language Property File Page

This page is used to complete the following task:

- [Uploading the Language Property File, page 12-14](#)

Related Topics

- [About E-Mail Notifications, page 12-1](#)
- [Downloading a Language Property File, page 12-13](#)
- [About This Page: Upload a Language Property File, page B-186](#)

About This Page: Usage Configuration

This page is used to configure many system-wide operational parameters, including languages, user authentication, access phone numbers, and some security features. See the following topics:

- [Fields on the Usage Configuration Page, page B-188](#)
- [Buttons on the Usage Configuration Page, page B-195](#)
- [Finding the Usage Configuration Page, page B-195](#)
- [Tasks Using the Usage Configuration Page, page B-195](#)

**Tip**

If you linked to this section from a procedure and want to return to that procedure, then click the Back button on your web browser. You can also find a link to the procedure in the [“Tasks Using the Usage Configuration Page”](#) section on page B-195.

Fields on the Usage Configuration Page

Table B-148 *Usage Configuration Page Fields*

| Field | Description | Value |
|---------------------------|---|----------------------------|
| 24 hour time | Whether to show meeting times by a 24-hour clock or 12-hour clock. When Yes, the value is 24-hour time. When No, the value is 12-hour time. | No/Yes Default: Yes |
| Dial attendant on timeout | Whether or not callers are transferred to the attendant in the following situations ¹ : <ul style="list-style-type: none"> • Caller dials 0 for operator assistance. • Caller does not enter a number at a voice prompt. | No/Yes Default: No |

Table B-148 Usage Configuration Page Fields (continued)

| Field | Description | Value |
|--|---|---|
| Attendant phone | Phone number that callers are sent to if they do not press a number at a voice prompt or press 0 for operator assistance. Make sure that the person the system dials to help users is available to provide assistance, is trained as a delegate or attendant on Cisco Unified MeetingPlace Express, and has access to delegate and attendant materials. | — |
| Language 1 Language 2 Language 3 Language 4 | Enabled languages. The Language 1 field sets the default system-wide language. Installed languages may be used on the system only if they are selected in a language field. If the language license is installed, then the number of active language fields (up to four fields) is determined by the number of installed languages. If the language license is not installed, then only one language field is active. The three other language fields are dimmed. Restriction: A system restart is required to enable or disable a language. A system restart is <i>not</i> required to switch the order in which the languages appear in these fields. See the “About Languages” section on page 3-2. | Choose from the drop-down menu of installed languages. Default: English (US) |
| Minimum profile password length | Number of numeric characters required in a phone profile password. | Range: 5 to 17 Default: 5 |
| Change profile password (days) | Frequency, in days, at which phone profile passwords must be changed. A value of 0 means that phone profile passwords never need to be changed. Restriction: This field does not apply to users that are authenticated by an external directory. See the “About User Authentication By an External Directory” section on page 5-14. | Range: 0 to 3650 Default: 90 |
| Minimum user password length | Number of alphanumeric characters required in a user password, which is entered with a username to log in to Cisco Unified MeetingPlace Express from a workstation. | 0 or range: 5 to 17 Default: 5 |
| Change user password (days) | Frequency, in days, at which user passwords must be changed. A value of 0 means that user passwords never need to be changed. Restriction: This field does not apply to users that are authenticated by an external directory. See the “About User Authentication By an External Directory” section on page 5-14. | Range: 0 to 3650 Default: 90 |

Table B-148 Usage Configuration Page Fields (continued)

| Field | Description | Value |
|--------------------------------|---|---|
| Maximum profile login attempts | <p>Number of consecutive login attempts within a session before a user profile is locked.</p> <p>A value of 0 means that user profiles are never locked due to failed login attempts.</p> <p>Note: Before reaching the maximum number of login attempts, the user may restart the counter by taking one of the following actions:</p> <ul style="list-style-type: none"> • Close the browser and open a new one to continue the login attempts. • End the call to Cisco Unified MeetingPlace Express and begin a new call to continue the login attempts. <p>Restriction: The preconfigured admin and guest user profiles cannot be locked.</p> | <p>Range: 0 to 255</p> <p>Default: 3</p> |
| Call out on major alarm | <p>Whether or not Cisco Unified MeetingPlace Express calls the system administrator if an error condition affects system operation.</p> <p>Recommendation: Yes</p> | <p>No/Yes</p> <p>Default: No</p> |
| Phone number to call on alarm | <p>Phone number used to call the system administrator if the Call out on major alarm field is set to Yes.</p> <p>Restriction: Pagers are not supported.</p> | 0 to 32 numeric characters ² |
| Allow guest outdials | <p>Whether or not to allow guest users to dial out from Cisco Unified MeetingPlace Express. See the following topics:</p> <ul style="list-style-type: none"> • About Toll Fraud Prevention, page 9-6 • About Dial-Out Features and Voice Prompt Languages • About the Guest Profile and Guest Users, page 6-28 | <p>No/Yes'</p> <p>Default: No</p> |
| Cisco CallManager version | <p>Cisco Unified CallManager version.</p> <p>The value of this field determines which user authentication method can be configured on this page:</p> <ul style="list-style-type: none"> • LDAP³—Cisco Unified CallManager version 4.x • AXL⁴ SOAP⁵ API⁶—Cisco Unified CallManager version 5.x <p>For more information, see the “About User Authentication By an External Directory” section on page 5-14.</p> | <p>Cisco Unified CallManager version 4.x/ Cisco Unified CallManager version 5.x</p> <p>Default: Cisco Unified CallManager version 4.x</p> |

Table B-148 Usage Configuration Page Fields (continued)

| Field | Description | Value |
|--------------------|--|--|
| LDAP URL | <p>URL of the LDAP directory server to use for authentication of non-local users. Enter the URL in one of the following formats:</p> <ul style="list-style-type: none"> • ldap://server-ip-address:port/ • ldap://server-hostname:port/ <p>Restriction: Make sure that there are no spaces after the URL. Example: ldap://CCMUSERS-2:8404/</p> <p>This field is configurable only when Cisco Unified CallManager version 4.x is selected in the Cisco CallManager version field.</p> | — |
| Directory username | <p>LDAP directory server username, used for authentication. Example: cn=Directory Manager, o=cisco.com</p> <p>This field is configurable only when Cisco Unified CallManager version 4.x is selected in the Cisco CallManager version field.</p> | — |
| Password | <p>LDAP directory server password that was configured during Cisco Unified CallManager installation. Example: ldappassword</p> <p>This field is configurable only when Cisco Unified CallManager version 4.x is selected in the Cisco CallManager version field.</p> | — |
| Cisco base | <p>Location of user information in the Cisco Unified CallManager DC-Directory.</p> <p>Leave this field blank if you are not using the embedded LDAP directory in Cisco Unified CallManager Version 4.x to authenticate Cisco Unified MeetingPlace Express users.</p> <p>This field is configurable only when Cisco Unified CallManager version 4.x is selected in the Cisco CallManager version field.</p> | Default: o=cisco.com |
| User base | <p>The location of the user subtree in the LDAP directory tree. Example (DC-Directory): ou=users, o=cisco.com Example (Active Directory): DC=ad,DC=com</p> <p>This field is configurable only when Cisco Unified CallManager version 4.x is selected in the Cisco CallManager version field.</p> | Default: ou=users, o=cisco.com |
| Directory type | <p>Type of LDAP directory.</p> <p>This field is configurable only when Cisco Unified CallManager version 4.x is selected in the Cisco CallManager version field.</p> | <p>Active Directory/ Netscape/iPlanet/ Cisco CallManager</p> <p>Default: Cisco CallManager</p> |

Table B-148 Usage Configuration Page Fields (continued)

| Field | Description | Value |
|--------------|--|-------|
| AXL username | <p>Username of the Cisco Unified CallManager application user with defined AXL permissions.</p> <p>Example: axluser</p> <p>For information about creating an application user, see the Administrator's Guide for your release of Cisco Unified CallManager.</p> <p>This field is configurable only when Cisco Unified CallManager version 5.x is selected in the Cisco CallManager version field.</p> | — |
| AXL password | <p>Password of the Cisco Unified CallManager application user with defined AXL permissions.</p> <p>Example: myaxlpassword</p> <p>For information about creating an application user, see the Administrator's Guide for your release of Cisco Unified CallManager.</p> <p>This field is configurable only when Cisco Unified CallManager version 5.x is selected in the Cisco CallManager version field.</p> | — |
| New AXL URL | <p>This field is used to configure the URL or hostname of the AXL directory server used to authenticate users. Enter a URL in this field, click Add, and then verify that the new entry appears in the AXL URL field.</p> <p>Example (URL): https://ccmusers-1.example.com:8443/axl</p> <p>Example (hostname): ccmusers-1</p> <p>This field is configurable only when Cisco Unified CallManager version 5.x is selected in the Cisco CallManager version field.</p> | — |
| AXL URL | <p>This field is used to display (and, if necessary, delete) the URL or hostname of the AXL directory server used to authenticate users.</p> <p>To delete a hostname or URL from this field, select the item and then click Delete Selected.</p> <p>This field is configurable only when Cisco Unified CallManager version 5.x is selected in the Cisco CallManager version field.</p> | — |

Table B-148 *Usage Configuration Page Fields (continued)*

| Field | Description | Value |
|---------------------------------|---|---------------------|
| Label for access phone number 1 | <p>Text used to describe the first meeting access phone number that is displayed in the following places:</p> <ul style="list-style-type: none"> • E-mail notifications • Telephone pop-up notification box in the full web meeting room • Cisco Unified IP Phone screens (only when subscribed to the Cisco Unified MeetingPlace Express service for the Cisco Unified IP Phone—see the “About Cisco Unified IP Phone Services” section on page 5-7.) <p>Example: “Dial-In”</p> <p>Restrictions:</p> <ul style="list-style-type: none"> • Changes to this field take effect only after restarting the system. • (For full web meeting rooms only) See the “About the Character Limitation of the Telephone Pop-Up Notification Box in the Full Web Meeting Room” section on page 3-6. | Up to 32 characters |
| Access phone number 1 | <p>First meeting access phone number.</p> <p>Restrictions:</p> <ul style="list-style-type: none"> • Changes to this field take effect only after restarting the system. • (For Find Me feature with pagers only) Only the characters 0-9, #, and * are processed and sent to pagers at the start of a meeting. See the “About the Find Me Feature” section on page 6-20. | Up to 32 characters |
| Label for access phone number 2 | <p>Text used to describe the second meeting access phone number.</p> <p>Example: “Toll-Free”</p> <p>Restrictions:</p> <ul style="list-style-type: none"> • Changes to this field take effect only after restarting the system. • (For full web meeting rooms only) See the “About the Character Limitation of the Telephone Pop-Up Notification Box in the Full Web Meeting Room” section on page 3-6. | Up to 32 characters |
| Access phone number 2 | <p>Second meeting access phone number.</p> <p>Restriction: Changes to this field take effect only after restarting the system.</p> | Up to 32 characters |

Table B-148 Usage Configuration Page Fields (continued)

| Field | Description | Value |
|---------------------------------|---|---------------------|
| Label for access phone number 3 | Text used to describe the third meeting access phone number. Example: "Internal" Restrictions: <ul style="list-style-type: none"> Changes to this field take effect only after restarting the system. (For full web meeting rooms only) See the "About the Character Limitation of the Telephone Pop-Up Notification Box in the Full Web Meeting Room" section on page 3-6. | Up to 32 characters |
| Access phone number 3 | Third meeting access phone number. Restriction: Changes to this field take effect only after restarting the system. | Up to 32 characters |
| Label for access phone number 4 | Text used to describe the fourth meeting access phone number. Example: "International" Restrictions: <ul style="list-style-type: none"> Changes to this field take effect only after restarting the system. (For full web meeting rooms only) See the "About the Character Limitation of the Telephone Pop-Up Notification Box in the Full Web Meeting Room" section on page 3-6. | Up to 32 characters |
| Access phone number 4 | Fourth meeting access phone number. Restriction: Changes to this field take effect only after restarting the system. | Up to 32 characters |

1. Calls to the attendant are not supported if you use a SIP trunk to integrate Cisco Unified MeetingPlace Express with Cisco Unified CallManager Release 4.x. For more information about this restriction, see the [Cisco Unified CallManager Restrictions for Integration in a SIP Environment](#) in the ["About Integration in a SIP Environment"](#) section on page 5-39.
2. The required format for phone numbers is determined by the call-control device for your IP telephony network. Therefore, enter phone numbers in the same format used to dial similar numbers from a phone on the same IP telephony network as Cisco Unified MeetingPlace Express. For example, if calls within your company are made by dialing the last four digits of a phone number, then enter only the last four digits in Cisco Unified MeetingPlace Express for internal phone numbers. If, however, you want Cisco Unified MeetingPlace Express to call a phone in a different area code, then you may need to include a 9 and the complete telephone number including the area code.
3. LDAP = Lightweight Directory Access Protocol.
4. AXL = Administrative XML Layer.
5. SOAP = Simple Object Access Protocol.
6. API = Application Programming Interface.

Related Topics

- [About This Page: Usage Configuration, page B-188](#)

Buttons on the Usage Configuration Page

Table B-149 Usage Configuration Page Buttons

| Button | Action |
|----------------|--|
| Save | Saves the settings. |
| Reset | Returns values to the previously saved settings. |
| Cancel | Exits the page without saving any changes. |
| Export to file | Exports values to a text file. |

Related Topics

- [About This Page: Usage Configuration, page B-188](#)

Finding the Usage Configuration Page

-
- 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 **System Configuration**.
 - b. Click **Usage Configuration**.
-

Related Topics

- [About This Page: Usage Configuration, page B-188](#)

Tasks Using the Usage Configuration Page

This page is used to complete the following tasks:

- [Configuring Operator Assistance, page 3-2](#)
- [Enabling Languages, page 3-4](#)
- [Configuring Major Alarm Calls, page 3-5](#)
- [Restricting Dial-Out Privileges for Guest Users, page 9-7](#)
- [About User Authentication By an External Directory, page 5-14](#)
- [Configuring Meeting Phone Numbers and Notification Labels, page 3-7](#)
- [Configuring User Password Requirements, page 9-1](#)
- [Limiting the Number of Failed User Login Attempts, page 9-2](#)
- [Displaying Meeting Times Using a 12- or 24-Hour Clock, page 4-16](#)

Related Topics

- [Configuring Basic Operation Parameters for Cisco Unified MeetingPlace Express, page 3-1](#)
- [About This Page: Usage Configuration, page B-188](#)

About This Page: User Configuration

The User Configuration page leads to other pages with the configuration options listed in [Table B-150](#).

Table B-150 *User Configuration Area Options and Pages*

| Option | Administration Center Page |
|--|--|
| Find, add, edit, and delete user profiles. | About This Page: User Profile Management, page B-198 |
| Find, add, edit, and delete user groups. | About This Page: User Group Management, page B-196 |
| View and unlock any locked user profiles. | About This Page: View Locked Profiles, page B-202 |

About This Page: User Group Management

This page displays the user groups that are defined in the Cisco Unified MeetingPlace Express database. See the following topics:

- [Buttons and Links on the User Group Management Page, page B-196](#)
- [Display Options for the User Group Management Page, page B-197](#)
- [Finding the User Group Management Page, page B-197](#)
- [Tasks Using the User Group Management Page, page B-198](#)

**Tip**

If you linked to this section from a procedure and want to return to that procedure, then click the Back button on your web browser. You can also find a link to the procedure in the “[Tasks Using the User Group Management Page](#)” section on [page B-198](#).

Buttons and Links on the User Group Management Page

Table B-151 *User Group Management Page Buttons and Links*

| Button or Link | Action |
|-----------------------|--|
| Search | Displays only the user groups with names that begin with the entered text. |
| Name | Sorts user groups by group name. |
| Number | Sorts user groups by the number used to identify each group. |
| Group active? | Sorts user groups by active/inactive status. |
| Edit | Opens the Edit User Groups Details page, from which you can edit the user group that appears in the same row as the Edit link. |
| Left and Right Arrows | Goes to the first page, the previous page, the next page, or the last page of user groups. |

Table B-151 User Group Management Page Buttons and Links (continued)

| Button or Link | Action |
|-----------------|---|
| Go | Goes to the specified page number. |
| Add New | Opens the Add User Group page, from which you can create a new user group for the Cisco Unified MeetingPlace Express directory. |
| Delete Selected | Deletes any checked user groups. Checkboxes are in the far left column. Note: The preconfigured System user group cannot be deleted. |
| Cancel | Exits the page. |

Related Topics

- [About This Page: User Group Management, page B-196](#)

Display Options for the User Group Management Page

By default, this page displays user groups that are sorted by group name, in ascending alphanumeric sort order (a to z). [Table B-152](#) describes how to change how user groups are displayed.

Table B-152 User Group Management Page Display Options

| To | Do This |
|---|---|
| Sort by group name, group number, or active status | Click the Name , Number or Group Active? column heading. |
| Change the alphanumeric sort order to ascending or descending | Click the column heading to change the arrow direction: <ul style="list-style-type: none"> • Down arrow—ascending sort • Up arrow—descending sort |
| Display a shorter or longer list of user groups in one view | At the bottom of the page, in the Rows per page field, select the number of user groups to display. |
| Display a different page of user groups | At the bottom of the page, do one of the following: <ul style="list-style-type: none"> • In the Go field, enter the page number to display, and click Go. • Click the arrows to page through the list. |

Related Topics

- [About This Page: User Group Management, page B-196](#)

Finding the User Group Management Page

- 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 **User Configuration**.
 - Click **User Group Management**.
-

Related Topics

- [About This Page: User Group Management, page B-196](#)

Tasks Using the User Group Management Page

This page is used to complete the following tasks:

- [Adding User Groups, page 6-3](#)
- [Searching User Groups, page 6-4](#)
- [Modifying User Groups, page 6-5](#)
- [Deleting User Groups, page 6-6](#)

Related Topics

- [Importing User Groups, page 7-3](#)
- [About This Page: Add User Group, page B-9](#)
- [About This Page: Edit User Groups Details, page B-78](#)
- [About This Page: User Group Management, page B-196](#)

About This Page: User Profile Management

This page is used to display the user profiles that are defined in the Cisco Unified MeetingPlace Express database. See the following topics:

- [Buttons, Links, and Fields on the User Profile Management Page, page B-199](#)
- [Display Options for the User Profile Management Page, page B-200](#)
- [Finding the User Profile Management Page, page B-200](#)
- [Tasks Using the User Profile Management Page, page B-200](#)

**Tip**

If you linked to this section from a procedure and want to return to that procedure, then click the Back button on your web browser. You can also find a link to the procedure in the [“Tasks Using the User Profile Management Page”](#) section on page B-200.

Buttons, Links, and Fields on the User Profile Management Page

Table B-153 *User Profile Management Page Buttons, Links, and Fields*

| Button, Link, or Field | Description |
|---------------------------|--|
| Select Search Rule | |
| User ID | Limits search results to user profiles whose usernames begin with the text entered in the Begins with field. |
| Name | Limits search results to user profiles whose first names or last names begin with the text entered in the Begins with field. |
| Begins with | Text string used to search user profiles. |
| Search | Initiates the user profile search. |
| Details | |
| User ID | Sorts user profiles by username. |
| Profile Number | Sorts user profiles by profile number. |
| Name | Sorts user profiles by last name. |
| Edit | Opens the Edit user profiles details page, from which you can edit the user profile that appears in the same row as the Edit link. |
| Left and Right Arrows | Goes to the first page, the previous page, the next page, or the last page of user profiles. |
| Go | Goes to the specified page number. |
| Add New | Opens the Add User Profile page, from which you can create a new user profile for the Cisco Unified MeetingPlace Express directory. |
| Delete Selected | Deletes any checked user profiles. Checkboxes are in the far left column. Note: The preconfigured admin and guest profiles cannot be deleted. |
| Cancel | Exits the page. |

Related Topics

- [About This Page: User Profile Management, page B-198](#)

Display Options for the User Profile Management Page

By default, this page displays user profiles that are sorted by username, in ascending alphanumeric sort order (a to z). [Table B-154](#) describes how to change how user profiles are displayed.

Table B-154 User Profile Management Page Display Options

| To | Do This |
|---|---|
| Sort by username, profile number, or name | Click the User ID , Profile Number or Name column heading. |
| Change the alphanumeric sort order to ascending or descending | Click the column heading to change the arrow direction: <ul style="list-style-type: none"> Down arrow—ascending sort Up arrow—descending sort |
| Display a shorter or longer list of user profiles in one view | At the bottom of the page, in the Rows per page field, select the number of user profiles to display. |
| Display a different page of user profiles | At the bottom of the page, do one of the following: <ul style="list-style-type: none"> In the Go field, enter the page number to display, and click Go. Click the arrows to page through the list. |

Related Topics

- [About This Page: User Profile Management, page B-198](#)

Finding the User Profile Management Page

-
- 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 **User Configuration**.
 - Click **User Profile Management**.
-

Related Topics

- [About This Page: User Profile Management, page B-198](#)

Tasks Using the User Profile Management Page

This page is used to complete the following tasks:

- [Adding User Profiles Manually, page 6-9](#)
- [Modifying User Profiles, page 6-11](#)
- [Searching User Profiles, page 6-10](#)

- [Deleting User Profiles, page 6-11](#)
- [Modifying the Guest Profile, page 6-30](#)
- [Locking User Profiles, page 6-33](#)

Related Topics

- [Importing User Profiles, page 7-6](#)
- [Exporting Information about User Profiles, page 8-4](#)
- [About User Profiles, page 6-7](#)
- [About the Guest Profile and Guest Users, page 6-28](#)
- [About the Active, Inactive, and Locked States of User Profiles, page 6-31](#)
- [About User Groups, page 6-1](#)
- [About This Page: User Profile Management, page B-198](#)

About This Page: View Backup Logs

This page is used to view the Cisco Unified MeetingPlace Express backup log. See the following topics:

- [Buttons on the View Backup Logs Page, page B-201](#)
- [Finding the View Backup Logs Page, page B-202](#)
- [Tasks Using the View Backup Logs Page, page B-202](#)



Tip

If you linked to this section from a procedure and want to return to that procedure, click the Back button on your web browser. You can also find a link to the procedure in the “[Tasks Using the View Backup Logs Page](#)” section on page B-202.

Buttons on the View Backup Logs Page

Table B-155 *View Backup Logs Page Buttons*

| Button | Action |
|----------------|--|
| Refresh | Gathers the most recent data for this log. |
| Cancel | Exits the page without viewing the backup log. |
| Export to File | Exports values to a text file. |

Related Topics

- [About This Page: View Backup Logs, page B-201](#)

Finding the View Backup Logs Page

-
- 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 **Services**.
 - Click **Logs**.
 - Click **Backup Logs**.
-

Related Topics

- [About This Page: View Backup Logs, page B-201](#)

Tasks Using the View Backup Logs Page

This page is used to complete the following task:

- [Viewing System Backup Logs, page 14-4](#)

Related Topics

- [About System Logs, page 14-3](#)
- [About This Page: View Backup Logs, page B-201](#)

About This Page: View Locked Profiles

This page displays the user profiles that are locked. For locked user profiles that belong to user groups, the group defaults for active/inactive status are also displayed. See the following topics:

- [Buttons and Fields on the View Locked Profiles Page, page B-203](#)
- [Finding the View Locked Profiles Page, page B-203](#)
- [Tasks Using the View Locked Profiles Page, page B-203](#)



Tip

If you linked to this section from a procedure and want to return to that procedure, then click the Back button on your web browser. You can also find a link to the procedure in the “[Tasks Using the View Locked Profiles Page](#)” section on page B-203.

Buttons and Fields on the View Locked Profiles Page

Table B-156 View Locked Profiles Page Buttons and Fields

| Button or Field | Action |
|--------------------------|---|
| Left and Right Arrows | Goes to the first page, the previous page, the next page, or the last page of locked user profiles. |
| Go | Goes to the specified page number. |
| Rows per page | Number of user profiles displayed in one view. |
| Set Selected to Active | Sets any checked user profiles to active state. Checkboxes are in the far left column. Active user profiles do not appear on this page. |
| Set Selected to Inactive | Sets any checked user profiles to inactive state. Checkboxes are in the far left column. Inactive user profiles do not appear on this page. |
| Reset | Clears all checkboxes. |
| Cancel | Exits the page. |

Related Topics

- [About This Page: View Locked Profiles, page B-202](#)

Finding the View Locked Profiles Page

-
- 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 **User Configuration**.
 - b. Click **Locked Profiles**.
-

Related Topics

- [About This Page: View Locked Profiles, page B-202](#)

Tasks Using the View Locked Profiles Page

This page is used to complete the following task:

- [Unlocking User Profiles, page 6-33](#)

Related Topics

- [About the Active, Inactive, and Locked States of User Profiles, page 6-31](#)
- [About This Page: View Locked Profiles, page B-202](#)

About This Page: View System Information Capture

This page is used to view system information, over a specific period of time, about Cisco Unified MeetingPlace Express. See the following topics:

- [Fields on the View System Information Capture Page, page B-204](#)
- [Buttons on the View System Information Capture Page, page B-205](#)
- [Finding the View System Information Capture Page, page B-205](#)
- [Tasks Using the View System Information Capture Page, page B-205](#)



Tip

If you linked to this section from a procedure and want to return to that procedure, click the Back button on your web browser. You can also find a link to the procedure in the [“Tasks Using the View System Information Capture Page”](#) section on page B-205.

Fields on the View System Information Capture Page

Table B-157 *View System Information Capture Page Fields*

| Field | Description | Values |
|--------------------|--|--|
| Event date | The date of the event for which you want system information. | <ul style="list-style-type: none"> • Date in the format MM/DD/YYYY or <ul style="list-style-type: none"> • Click ... to choose a date. Default: today's date |
| Approx. Event Time | The approximate hour and minute of the event for which you want system information. | Hour: 00 - 23 Minute: 00-59 |
| Log Capture Window | The number of minutes before and after the approximate event time for which you want system information. | 0-1400 |
| Contact Name | The name of the person to contact with information about the event. | Any name. |
| Contact Number | The phone number of the person to contact with information about the event. | Any text string. |
| Contact email | The e-mail address of the person to contact with information about the event. | A valid e-mail address. |
| Event Scenario | The steps that produced the event. | Any text. |
| Observed Results | What you observed when the event happened. | Any text. |
| Expected Results | What you expected to observe when the event happened. | Any text. |

Related Topics

- [About This Page: View System Information Capture, page B-204](#)

Buttons on the View System Information Capture Page

Table B-158 View System Information Capture Page Buttons

| Button | Action |
|-----------|--|
| View Logs | Runs the system information capture log. |
| Cancel | Exits the page without viewing the system information capture log. |

Related Topics

- [About This Page: View System Information Capture, page B-204](#)

Finding the View System Information Capture Page

-
- 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 **Services**.
 - Click **Logs**.
 - Click **View System Information Capture**.
-

Related Topics

- [About This Page: View System Information Capture, page B-204](#)

Tasks Using the View System Information Capture Page

This page is used to complete the following task:

- [Viewing the System Information Capture Log, page 14-5](#)

Related Topics

- [About System Logs, page 14-3](#)
- [About This Page: View System Information Capture, page B-204](#)

About This Page: View System Logs

This page is used to view the Cisco Unified MeetingPlace Express system log. See the following sections:

- [Fields on the View System Logs Page, page B-206](#)
- [Buttons on the View System Logs Page, page B-207](#)
- [Finding the View System Logs Page, page B-207](#)
- [Tasks Using the View System Logs Page, page B-208](#)



Tip

If you linked to this section from a procedure and want to return to that procedure, click the Back button on your web browser. You can also find a link to the procedure in the [“Tasks Using the View System Logs Page”](#) section on page B-208.

Fields on the View System Logs Page

Table B-159 View System Logs Page Fields

| Field | Description | Values |
|-----------------------|---|---|
| Severity level | The type of log messages you want to see. For normal operations, select minor, which provides a list of all log entries, or information, which lists everything. | information warn major minor Default: major |
| Sort by date | Whether to sort the log messages by oldest or newest. | Sort by date ascending Sort by date descending Default: Sort by date descending. |
| Start date (optional) | The start date for the log messages you want to see. | <ul style="list-style-type: none"> • Date in the format MM/DD/YYYY or <ul style="list-style-type: none"> • Click Select date to choose a date. Default: yesterday's date |
| End date (optional) | The end date for the log messages you want to see. | <ul style="list-style-type: none"> • Date in the format MM/DD/YYYY or <ul style="list-style-type: none"> • Click Select date to choose a date. Default: today's date |
| Module (optional) | The number of the software module whose log messages you want to see. | Any valid module number Default: 0 |

Table B-159 View System Logs Page Fields (continued)

| Field | Description | Values |
|-----------------|--|---|
| Unit (optional) | This is always set to 0. | 0 |
| Rows per page | The number of rows to display on each page when the results are displayed. | 20 40 100 All entries Default: 20 |

Related Topics

- [About This Page: View System Logs, page B-206](#)

Buttons on the View System Logs Page

Table B-160 View System Logs Page Buttons

| Button | Action |
|-----------|--|
| View Logs | Runs the system log and takes you to the System Logs page where you can view the output. |
| Cancel | Exits the page without viewing the system log. |

Related Topics

- [About This Page: View System Logs, page B-206](#)

Finding the View System Logs Page

-
- 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 **Services**.
 - b. Click **Logs**.
 - c. Click **View System Logs**.
-

Related Topics

- [About This Page: View System Logs, page B-206](#)

Tasks Using the View System Logs Page

This page is used to complete the following task:

- [Viewing the System Log, page 14-3](#)

Related Topics

- [About System Logs, page 14-3](#)
- [About This Page: View System Logs, page B-206](#)