



Getting Started in the Cisco Unified MeetingPlace Express Administration Center

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To access the Cisco Unified MeetingPlace Express Administration Center, you must have a Cisco Unified MeetingPlace Express user profile where the [Type of user](#) is set to System Mgr or Attendant.



Note

If you log in to the system as an attendant, then only a subset of the Administration Center pages are available to you. See the [“About Attendants” section on page 6-16](#).

See the following sections:

- [Logging In For the First Time, page 1-1](#)
- [Changing the Admin Passwords, page 1-2](#)
- [Setting Up Your System, page 1-3](#)
- [Testing Your System Setup, page 1-4](#)
- [Finding the Latest Updates to This Documentation, page 1-6](#)

Logging In For the First Time

This topic describes how to log in to the Cisco Unified MeetingPlace Express Administration Center for the first time.

Procedure

- Step 1** Point your web browser to the URL for your Cisco Unified MeetingPlace Express server.
- Step 2** Click **Log In**.
- Step 3** Enter the username **admin**.
- Step 4** Enter the password **cisco**. Note that the password field is case-sensitive.
- Step 5** Click the **Log In** button.

Step 6 Click **Administration**.

Step 7 To prevent unauthorized access to the Administration Center, proceed to the [“Changing the Admin Passwords” section on page 1-2](#).

Related Topics

- [Getting Started in the Cisco Unified MeetingPlace Express Administration Center, page 1-1](#)

Changing the Admin Passwords

This topic describes how to change the passwords for the preconfigured “admin” user profile. We recommend that you perform this task to prevent unauthorized access to your system.

The default passwords for the admin profile are as follows:

- [User password](#)—**cisco**—Used to log in to Cisco Unified MeetingPlace Express from a workstation.
- [Profile Password](#)—**24726**—Used to authenticate to Cisco Unified MeetingPlace Express from a touch-tone phone.

Before You Begin

If you do not know how to log in to Cisco Unified MeetingPlace Express, then see the [“Logging In For the First Time” section on page 1-1](#).

Procedure

Step 1 Log in to Cisco Unified MeetingPlace Express.

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

Step 3 On the left side of the page:

- a. Click **User Configuration**.
- b. Click **User Profile Management**.

Step 4 Enter **admin** in the search field.

Step 5 Click the **Search** button.

Step 6 Click **Edit** in the same row as the “admin” user profile.

Step 7 Configure the following fields:

- [User password](#)
- [User Password Confirm](#)
- [Profile Password](#)
- [Profile Password Confirm](#)

Step 8 Click **Save**.

Tips

- If you forget the admin [User password](#), then follow the admin password recovery procedure in the *Troubleshooting Guide for Cisco Unified MeetingPlace Express*.
- If you forget the admin [Profile Password](#), then follow the [Procedure](#) in this section to change the [Profile Password](#) from the Administration Center.

Related Topics

- [Logging In For the First Time](#), page 1-1
- [About the Admin Profile](#), page 6-28
- [About User Profiles](#), page 6-7
- [About This Page: Add User Profile](#), page B-16
- [Configuring User Password Requirements](#), page 9-1
- [Configuring Security Features for Cisco Unified MeetingPlace Express](#), page 9-1

Setting Up Your System

This topic describes the high-level tasks that are required to set up your Cisco Unified MeetingPlace Express system with a very basic configuration. Many feature and functionality options are excluded from this topic, but they are discussed in detail throughout this document.

Prerequisites

Install Cisco Unified MeetingPlace Express and test the installation. Instructions are provided in the *Installation and Upgrade Guide for Cisco Unified MeetingPlace Express*.

Procedure

	High-Level Task	Where to Find Instructions
Step 1	Log in to the Administration Center.	Logging In For the First Time , page 1-1
Step 2	Change the default passwords for the admin profile.	Changing the Admin Passwords , page 1-2
Step 3	Install the system software license and other purchased licenses.	Installing Licenses , page 13-11
Step 4	Configure the floater ports and overbook ports.	Recommended Port Configurations , page 4-14 Configuring Meetings , page 4-14
Step 5	(Optional) Configure the following fields in the System user group: • Can call out of meetings—Select Yes to enable Cisco Unified MeetingPlace Express to dial out to users. • Publish meeting—Default is No. Select Yes if you want meetings to appear by default on the Find Meeting end-user page. Meeting schedulers may choose whether or not to publish each meeting.	Modifying User Groups , page 6-5

	High-Level Task	Where to Find Instructions
Step 6	Add user profiles. or At minimum, manually add a test user profile with a valid E-mail address whose messages you can access.	About the Methods of Adding User Profiles, page 6-8 or Adding User Profiles Manually, page 6-9
Step 7	Connect to an external SMTP server for e-mail notifications.	Configuring SMTP Servers, page 12-2
Step 8	(Optional) Specify whether or not to allow guest users to dial out from Cisco Unified MeetingPlace Express.	Restricting Dial-Out Privileges for Guest Users, page 9-7
Step 9	Configure the access phone numbers that users can call to attend meetings.	Configuring Meeting Phone Numbers and Notification Labels, page 3-7
Step 10	Integrate Cisco Unified MeetingPlace Express with a call-control device.	Configuring Call-Control Integration for Cisco Unified MeetingPlace Express, page 5-1
Step 11	(Optional) If you use Cisco Unified CallManager, then you can set up user authentication by an external directory.	About User Authentication By an External Directory, page 5-14
Step 12	Verify this basic configuration.	Testing Your System Setup, page 1-4

Related Topics

- [Getting Started in the Cisco Unified MeetingPlace Express Administration Center, page 1-1](#)

Testing Your System Setup

This topic describes some tests you can perform to verify a basic system configuration. Many feature and functionality options are not described in this topic.

**Note**

For detailed instructions for any of these steps, see the [User Guide for Cisco Unified MeetingPlace Express](#).

Prerequisites

Complete the steps in the “[Setting Up Your System](#)” section on page 1-3.

Procedure

- Step 1** Log in to Cisco Unified MeetingPlace Express using one of the following options:
- Use the username and password of a user profile that you created through the Administration Center.
 - If you enabled user authentication by an external directory, then verify that you can log in to Cisco Unified MeetingPlace Express using the username and password of a user profile in the external directory.

**Note**

The user profile must include a valid e-mail address whose messages you can access.

- Step 2** Schedule a test meeting using these parameters:
- Time—5 minutes in the future
 - Duration—30 minutes
 - Number of participants—2
- Step 3** Verify that the user receives an e-mail notification about the test meeting.
- Step 4** Verify that you can join and record the voice meeting:
- a. Call one of the access phone numbers.
 - b. Enter the test meeting ID, and join the meeting.
 - c. Press #61 to start recording the meeting.
 - d. (Optional) From other phones, call into the same test meeting.
- Step 5** Verify the dial-out feature and that you can join the web meeting from the web interface:
- a. From a web browser, go to the URL for your Cisco Unified MeetingPlace Express server.
 - b. Click **Attend**.
 - c. Enter the meeting ID of the test meeting and click **Go**.
 - d. Check these checkboxes:
 - Call me at—Enter your phone number using the same format that you would use to dial the phone number from an office phone.
 - Enter web meeting room
 - e. Click **Join Meeting**.
 - f. Verify that the following occur:
 - The system calls you and connects you to the voice meeting.
 - The web meeting room appears.
- Step 6** Close the web browser and hang up all phones.
- Step 7** Wait 15 minutes.
- Step 8** Verify that you can access the meeting recording:
- a. From a web browser, go to the URL for your Cisco Unified MeetingPlace Express server.
 - b. Use the Find page to search for the test meeting.
 - c. Click the link to the meeting recording, and listen to the meeting.
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Tips

- If the web meeting room fails to appear, then make sure that you disable pop-up blockers on your computer or web browser.
- If you do not receive a call:
 - A pop-up message may appear with information about why the dialed-out call failed.
 - Make sure that the phone line is not in use when the system tries to call you.

- Make sure that the phone number you enter uses the same format that you would use to dial the phone number from an office phone. For example, if you enter an office phone number, and if you only need to dial the last 4 digits to reach other office phones, then enter only 4 digits. Similarly, if you enter your personal cell phone number, then you might need to include a 9 and the complete telephone number with area code.
- For additional troubleshooting help, see the following:
 - “Troubleshooting and Getting Help” chapter of the *User Guide for Cisco Unified MeetingPlace Express*.
 - [Troubleshooting Cisco Unified MeetingPlace Express, page 14-1](#)
 - *Troubleshooting Guide for Cisco Unified MeetingPlace Express*

Related Topics

- [Setting Up Your System, page 1-3](#)
- [Getting Started in the Cisco Unified MeetingPlace Express Administration Center, page 1-1](#)

Finding the Latest Updates to This Documentation

The content in this guide is published both on Cisco.com and as online help for the Cisco Unified MeetingPlace Express Administration Center.

To see the latest PDF and HTML versions of this document, go to
http://www.cisco.com/en/US/products/ps6533/prod_maintenance_guides_list.html.

This document is called the *Configuration and Maintenance Guide for Cisco Unified MeetingPlace Express Release 1.1*.

**Note**

This document was previously called the *Administrator's Configuration and Maintenance Guide for Cisco MeetingPlace Express Release 1.1*.

Additional information or corrections to this document may be included in the “Documentation Updates” section of the Cisco Unified MeetingPlace Express release notes at
http://www.cisco.com/en/US/products/ps6533/prod_release_notes_list.html.

For a complete list of documents for this product, see the *Documentation Guide for Cisco Unified MeetingPlace Express* at
http://www.cisco.com/en/US/products/ps6533/products_documentation_roadmaps_list.html.

Related Topics

- [Getting Started in the Cisco Unified MeetingPlace Express Administration Center, page 1-1](#)