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To quickly and easily enter default profile information for multiple users at one time, assign users to a user group.

For Options and Field Size values, in most cases the numeric and alphanumeric ranges given are the number of acceptable digits or characters for the field. (For example, *Numeric-0 to 9* means that the field accepts any number between 0 (or nil) and 999999999.) Ranges with an asterisk (\*) mean that the field accepts an actual number that falls within that range. (For example, *Numeric-1 to 32767\** means that the field accepts the value 3102 but not 32769.

Field	Description	Default	Options and Field Size	Value
<b>Group Information</b>				
Name	Name by which you want to identify group.  Recommended: A name that describes the group ( <i>Marketing</i> ).  Do not include spaces. Use an underscore character ( <i>_</i> ) instead ( <i>Field_Sales</i> ).	System	Alphanumeric-1 to 17	
Number	Number by which you want to identify group.	0	Numeric- 0 to 17	
Billing code	A code for generating billing reports. Can be based on your company's internal conventions (for example, department codes).	-	Alphanumeric-0 to 17	
Default mtg category	Meeting category assigned to meetings the group's users schedule.	"Standard"	Selected name	
Group active?	Whether group is active.  You can define groups now, and make them active later (for example, after the group's users complete training).	No	Yes/No	

## Cisco\_Unified\_MeetingPlace,\_Release\_6.x\_--\_Worksheet\_5-17:\_User\_Groups

Profile type	Whether the members of the group are users or video terminals.	User	User/Video Terminal	
<b>Group Defaults</b>				
User ID of contact	User ID of contact or attendant who supports group's users.	-	Alphanumeric-0 to 17	
Time zone	Time zone in which the users in this group are located.  Recommended: Time zone in which user group is located.  Time zone information can vary for individual users in a group. Set time zone information for each user in individual user profiles.	Local-time	Time zone name	
Language	Language this group's users prefers.  Language information can vary for individual users in a group. Set language information for each user in individual user profiles.	English (USA)	English (USA)/ Other installed language	
Abbreviated prompts?	When <i>Yes</i> , all users hear abbreviated prompts when they call Cisco Unified MeetingPlace. When <i>No</i> , all users hear unabbreviated prompts.	No	Yes/No	
Scheduling home server?	The local server for users in this group.	0	Read-only	
<b>MeetingNotes Defaults</b>				
Able to record mtgs?	Whether users in group can record meetings.	Yes	Yes/No	
Record meetings?	Whether by default meetings scheduled by group's users are recorded.	No	Yes/No	
Who can access	Who can request attachments and listen to meetings recorded by group's users. When <i>None</i> , a recorded meeting and its attachments must be posted manually for other participants to hear.	Anyone	None/Anyone/ MeetingPlace Users/ Invited Guests	
Auto-start	For meetings scheduled to be	Yes	Yes/No	

## Cisco\_Unified\_MeetingPlace,\_Release\_6.x\_--\_Worksheet\_5-17:\_User\_Groups

recording?	recorded, whether by default recording starts automatically when second participant enters meeting.			
Attachment access ordering	Order in which group's users hear list of attachments.	Most recent first	As submitted/ Most recent first	
Display mtg to everyone?	Whether by default to allow Cisco Unified MeetingPlace web guests to view meetings.	No	Yes/No	
Display rsvnless mtgs to everyone?	Whether by default to allow Cisco Unified MeetingPlace web guests to view reservationless meetings.	No	Yes/No	
<b>Outdial Meeting Defaults</b>				
Can call out from mtgs?	Whether group's users can outdial to others while they are in a meeting.	No	Yes/No	
Can schedule guest outdial mtgs?	Whether group's users can schedule meetings that let guests join voice conference by web. This parameter is enabled only if this group has outdial privileges.  When <i>No</i> , the Allow Outdials to Guests From Web parameter is disabled for this group. When <i>Yes</i> , group's users can change Allow Outdials to Guests From Web for individual meetings.	No	Yes/No	
Allow outdials to guests from Web?	For meetings scheduled by this group, whether guests can join the meetings by Web.  When <i>Yes</i> and a meeting is scheduled, the system can outdial to guests when they click Join Voice Conference button. When <i>No</i> , guests who click this button see the phone number to call to join meeting.	No	Yes/No	
Max outdials per mtg	Number of outdials group's users can place from within one meeting.  <b>Note:</b> This field limits only the number of times this group's users can outdial from a meeting by pressing #3. It does not	0	Numeric- 0 to 500*/ Unrestricted	

	restrict any other method of outdialing.			
Can call other servers?	Whether group's users can schedule multiserver meetings.	No	Yes/No	
Ask for profile password?	Whether an invitee who was outdialed must provide a profile password before being admitted into the meeting.	Yes	Yes/No	
Digit translation table	Translation table number to use for all outdials made by group's users. 16 translation tables are available. Default translation table is 0 .  Your installation partner will work with you to configure these tables, as needed.	Yes	Yes/No	
<b>Meeting Preferences</b>				
Entry announcement	Announcement used when users enter meetings.	Beep+ Name	Beep only/ Beep+Name/ Silent	
Departure announcement	Announcement used when users leave meetings.	Beep+ Name	Beep only/ Beep+Name/ Silent	
End of mtg announcement	Whether the system announces the meeting will end in a set number of minutes.  For reservationless meetings, this parameter is not used. This announcement is not played for reservationless meetings.	Yes	Yes/No	
Mtg extension announcement	Whether the system announces the meeting is extended by a set number of minutes.  For reservationless meetings, this parameter is not used. This announcement is not played for reservationless meetings.	No	Yes/No	
Screened entry?	Whether meetings scheduled by this group require a meeting participant (already in the meeting) to admit people who try to join the meeting. (People wanting to enter are not admitted automatically.)	No	Yes/No	
Skip pre-meeting options?	Whether meetings scheduled by this group's users use the Short Menu feature. Eliminates	No	Yes/No	

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	meeting ID confirmation, roll call, and agenda.			
Disable roll call?	Whether meetings scheduled by this group's users may request roll call feature during a meeting.  Recommended: <i>Yes</i> when, for example, competitors could call into a meeting, meetings require caller anonymity, or you schedule large meetings.	Yes	Yes/No	
Password required?	Whether by default meetings scheduled by this group's users require a password.  When <i>Yes</i> , the person who starts a reservationless meeting that is organized by this group's users can choose to create a password for the meeting. When <i>No</i> , the person who starts the meeting does not create one.	No	Yes/No	
Who can attend?	Who can attend meetings scheduled by this group's users. For reservationless meetings, this parameter is not used. Anyone can attend reservationless meetings.	Anyone	Anyone/ MeetingPlace Users/ Invited Guests	
Allow Internet access?	When the Cisco Unified MeetingPlace system is configured with a web-conferencing server in the DMZ and another behind the DMZ. When <i>Yes</i> , the Web portion of the meeting is held on the server in the DMZ and can be accessed by anyone. When <i>No</i> , the Web portion of the meeting is held on the server behind the DMZ and can be accessed only by users on the company's intranet.	No	Yes/No	
Allow Internet Access for Reservationless	When <i>Yes</i> , the Web portion of reservationless meetings is held on the server in the DMZ and can be accessed by anyone. When <i>No</i> , the Web portion of reservationless meetings is held on the server behind the DMZ	Yes	Yes/No	

	and can be accessed only by users on the company's intranet.			
Lecture mtg attend sttgs	For lecture-style meetings scheduled by this group's users, the way in which listen-only participants are admitted.  When <i>Admit as listeners</i> and <i>Start callers in waiting room</i> , participants listen to music on hold until meeting is called to order. When <i>Start mtg with floor open</i> , participants can talk until meeting is called to order. When <i>Reservationless mtg</i> , lecture-style meetings scheduled by this group become reservationless meetings.	Admit as listeners	Admit as listeners/ Start callers in waiting room/ Start mtg with floor open/ Reservationless mtg	
Host Meetings with	Whether the user will see the full meeting room or just the participant list when joining web meetings.  <b>Note:</b> The Participant List option is not available if you are using Cisco WebEx.	Full Meeting Room (if there are web port licenses available.)	Full Meeting Room/ Participant List	
<b>Restrictions</b>				
Scheduling restriction	Scheduling limits placed on this group's users.  When <i>Unrestricted</i> , users may schedule unlimited number of meetings; When <i>Cannot Schedule</i> , users can schedule no meetings; When <i>Near Term Mtg Limit</i> , users may schedule the specified number of meetings within the next six hours.	Un-restricted	Unrestricted/ Cannot Schedule/ Near Term Mtg Limit (Numeric- 0 to 50*)	
Use reservationless?	Whether to allow users in this group to use the reservationless meeting feature.	Yes	Y/N	
Max mtg length (min)	Maximum number of minutes for which this group's users can schedule meetings.	240	Minimum 2; maximum is Max Mtg Length (Scheduling Parameters)	
Max # of attachments	Maximum number of attachments allowed for meetings scheduled by this group's users.	10	Numeric- 0 to 30*	
		No	Read-only	

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Sched only on home server?	Whether meetings for users in this group are restricted to the home server.			
Sched only on NS home site?	Whether meetings for users in this group are restricted to the home site.	Yes	Read-only	
Max # teams allowed	Number of teams this group's users can create.	0	Numeric- 0 to 10,000*	
Can chg mtg ID via phone	Whether this group's users may assign vanity IDs for meetings they schedule by phone.  This field is available only when Allow Vanity Meeting IDs (in System Parameters) is set to <i>Yes</i> .	Yes	Yes/No	
Allow video scheduling?	Whether this group's users can schedule meetings with video.	No	Yes/No	
<b>Sending Notifications</b>				
Enabled for this mtg?	Whether this group's users send notifications for meetings.  For reservationless meetings, notifications are not sent.	Yes	Yes/No	
Include attachments?	Whether this group's users send attachments as part of their notifications.	No	Yes/No	
Priority	Priority of notifications for this group's users.	Normal	Low/Normal/ Urgent	
Send if mtg changes?	Whether to send notifications when something changes in meetings (such as the time, date, password, or meeting ID), or when a message or attachments are added or deleted.	No	Yes/No	
Include participant list?	Whether this group's users send a list of names of meeting participants as part of their notifications.	No	Yes/No	
Include password?	For secure meetings where a password is specified, whether this group's users include the password in notifications.	No	Yes/No	
<b>Receiving Notifications</b>				
Enable to receive?	Whether this group's users receive notifications about meetings they are invited to (if meeting scheduler sends them).	No	Yes/No	

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Include attachments?	Whether this group's users receive attachments as part of meeting notifications.	No	Yes/No	
Type of e-mail system	E-mail system used by this group's users. (See <u>Table: Choices for Type of E-mail System Field</u> after this worksheet.)	None	None/cc:Mail/ Lotus Notes/ Microsoft Mail/ Microsoft Exchange/ Qualcomm Eudora/ Netscape Messenger/ Other	
Preferred delivery method	Notification delivery method for this group's users.	None	None/E-mail	
Alternate delivery method	Alternative notification delivery method to use if the preferred method fails.	None	None/E-mail	
<b>Attending Meetings</b>				
Method of attending	This group's users' preferred method of joining meetings.	User will call in	User will call in/ Have system call user/ Have system page user/ Do not reserve space for user/ Have system find user	
First search method	First number the system tries to reach users in this group.	None	None/Main/ Alternate/Pager	
Second search method	Second number the system tries to reach users in this group.	None	None/Main/ Alternate/Pager	
Third search method	Third number the system tries to reach users in this group.	None	None/Main/ Alternate/Pager	
Type of pager	Type of pager service used by this group's users.	None	None/ Direct Dial/ Non Direct Dial	
Pager phone number	Pager phone number of this group's users.	-	Direct Dial- 32-digit pager number/ Non Direct Dial-user's pager access code (PIN)	
<b>Q&amp;A Meetings</b>				
Off at mtg startup?	Whether to turn on Q&A Meetings feature for this group's users at meeting startup.	No	Yes/No	
Notify attendees about Q&A?	Whether to describe Q&A feature to this group's users when they attend conferences.	No	Yes/No	
Q&A introduction	How to announce attendees being placed on the floor in meetings this group's users schedule.	Beep+ Name	Beep only/ Beep+Name/ Silent	
Q&A departure	How to announce attendees being removed from the floor in meetings this group's users schedule.	Beep	Beep only/ Beep+Name/ Silent	
Automatically ask next question?	Whether to automatically promote next waiting attendee to the floor in meetings this group's users schedule.	No	Yes/No	
		No	Yes/No	



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More than one question per site?	Whether to allow attendees in meetings scheduled by this group's users to ask more than one question at a time.  When <i>Yes</i> , this group's users may ask up to five questions.			
Tell my position in line?	Whether to tell attendees in meetings scheduled by this group's users their current position in line.	No	Yes/No	
Disable floor warning prompt?	Whether to tell attendees in meetings scheduled by this group's users they are next to ask a question (or speak) on the floor.	No	Yes/No	
<b>Video Meetings</b>				
Endpoint bandwidth	Bandwidth to use when connecting to VoIP. Endpoint connections are made based on the default bandwidth. (Guest connections are established with the default guest bandwidth.)	384K	128/256/384/512/758/1472/1920 kbps	
Run meetings on video MCU only?	This value determines how the checkboxes in the Web Scheduling page are configured by default. If this is set to Yes, the web scheduling page initially has the video checkbox checked and the audio+web checkbox unchecked. The meeting scheduler can override the settings.	No	Yes/No	
Attend preference for video prof.	For video profiles, whether the preference is for Cisco Unified MeetingPlace to automatically outdial the video end point or for the end point to dial in to meetings.	Dial-in	Dial in/Outdial	
<b>Flex Fields</b>				
Profile flex field 1	Profile field customized with your business information.	-	-	
Profile flex field 2	Profile field customized with your business information.	-	-	
Profile flex field 3	Profile field customized with your business information.	-	-	
Profile flex field 4	Profile field customized with your business information.	-	-	
		-	-	

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Profile flex field 5	Profile field customized with your business information.			
Profile flex field 6	Profile field customized with your business information.	-	-	
Profile flex field 7	Profile field customized with your business information.	-	-	

In Table: Choices for Type of E-mail System Field, for the Type of E-mail System field, choose the value that corresponds to the e-mail system installed at your company.

**Table: Choices for Type of E-mail System Field**

<b>E-Mail System</b>	<b>Choose</b>
cc:Mail	cc:Mail
IBM Lotus Notes	Lotus Notes
Microsoft Mail	Microsoft Mail
Microsoft Exchange	Microsoft Exchange
SMTP	Microsoft Mail, Qualcomm Eudora, Netscape Messenger
Other MAPI-compliant mail systems	Microsoft Mail