

Main page: [Cisco Unified MeetingPlace, Release 7.0](#)

Up one level: [Reference Information](#)

To find this page, click **User Configuration > User Groups > Add New**.

Note: Most user group fields are identical to user profile fields. Therefore, [Table: Field Reference: Add User Group Page and Edit User Group Page](#) describes only the fields that are specific to user groups. For descriptions of all other user group fields, see [Table: Field Reference: Add User Profile Page and Edit User Profile Page](#), [Table: Field Reference: Add User Profile Page and Edit User Profile Page](#).

Table: Field Reference: Add User Group Page and Edit User Group Page

Field	Description
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." Restriction: Unicode is not supported.
Number	Number used to identify this user group.
Phone number for non-direct-dial pagers	Shared phone number for a non-direct-dial pager system. ¹ PIN numbers to access individual pagers are configured in the Pager number field in 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 Pager type field. • Only the following characters are used to call the pager: 0-9, #, and *. <p>All other characters are ignored by the system but generate INFO events in the system log.</p>
All other user group fields are described in Table: Field Reference: Add User Profile Page and Edit User Profile Page , Table: Field Reference: Add User Profile Page and Edit User Profile Page .	

Footnote 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. For example, if calls within your

Cisco_Unified_MeetingPlace,_Release_7.0_--_Add_User_Group_Page

company are made by dialing the last four digits of a phone number, then enter only the last four digits in Cisco Unified MeetingPlace for internal phone numbers. If, however, you want Cisco Unified MeetingPlace to call a phone in a different area code, then you may need to include 91 and the complete telephone number including the area code.

Related Topics

- [Adding or Editing a User Group Manually](#)
- [Specifying Languages for Users](#)
- [Configuring Reservationless Meetings](#)
- [Configuring Continuous Meetings](#)
- [Configuring Requirements for Meeting Passwords](#)
- [Restricting Access to Scheduled Meetings](#)
- [Configuring User Preferences for E-Mail Notifications](#)