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To find this page, click **User Configuration > Video Terminal Profiles > Add New**.

Note: In this table, VTP stands for video terminal profile.

Table: Table 9 Field Reference: Add Video Terminal Profile Page and Edit Video Terminal Profile Page

Field	Description
Identification	
Video terminal name	<p>Name used in meeting participant lists and reports. For example, enter the name or location of the conference room that contains the video terminal.</p> <p>Recommendation: Consider adding text that reflects the Method of attending field value, so that meeting schedulers can perform the following actions:</p> <ul style="list-style-type: none"> • If multiple video terminals are required for a meeting, the meeting scheduler may want to invite video terminals that have the same Method of attending. • If the Method of attending is set to Have terminal call in, then the meeting scheduler may want to invite only video terminals and no users. Any users who are invited will also be dialed out when a meeting participant (with dial-out privileges) enters #33 in the TUI. <p>Restriction: At most, only the first 60 characters of the Video terminal name will appear on the scheduling page. Depending on the specific web browser and window size, even a smaller number of characters may appear. Therefore, make sure that you use concise video terminal names.</p>
Endpoint E.164 number	<p>Phone number¹ for the system to dial out to the video endpoint.</p> <p>Restriction: Only the following characters are allowed: (),-, and 0-9.</p>
Group name	<p>Name of user group to which this VTP belongs.</p> <p>Default: System</p>
E-mail address	<p>Where to send e-mail notifications when this video terminal is invited to a meeting. Typically, you configure this field with the address of help desk staff or whoever is in charge of reserving the video terminal and conference room.</p> <p>(Microsoft Outlook integration only) See Requirements for Inviting Video Terminal</p>

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	<p><u>Profiles from Microsoft Outlook.</u></p> <p>For format requirements, see the <u>E-mail address</u> user profile field.</p>
Region	<p>See the <u>Region</u> user profile field.</p> <p>Default: Other</p>
Time zone	<p>See the <u>Time zone</u> user profile field.</p> <p>Default: Group default (Local time of Cisco Unified MeetingPlace server)</p>
Skip meeting entry voice prompts on outdial	<p>Whether this video terminal joins meetings directly without hearing voice prompts to record a name or enter a password.</p> <p>Restriction: This field applies only when the <u>Method of attending</u> field is set to Outdial to terminal.</p> <p>Recommendation: Select Yes if any of the following statements are true:</p> <ul style="list-style-type: none"> • You want to configure the VTP for <u>Direct-to-Meeting Mode</u>. • The video terminal is incapable of using the TUI. • Your users are not proficient with this video terminal. <p>This field was called "Skip meeting entry voice prompts" in Release 7.0.1.</p> <p>Default: Yes</p>
Method of attending	<p>The method by which this video terminal joins meetings:</p> <ul style="list-style-type: none"> • (Recommended) Outdial to terminal-System dials out to the video terminal at meeting start. Use this setting for <u>Direct-to-Meeting Mode</u>. • Have terminal call in-Video terminal can join meetings in any of the following ways: <ul style="list-style-type: none"> ◆ (Recommended) Meeting owner dials out to all missing invitees by entering #33 in the TUI. Only meeting participants with dial-out privileges may perform this task. This is the <u>Alternative to Direct-to-Meeting Mode</u>. ◆ User calls into the meeting from this video terminal. ◆ Meeting participant dials out to the phone number (<u>Endpoint E.164 number</u>) of the video terminal. This can be performed from the web meeting room or by entering #31 in the TUI. Only meeting participants with dial-out privileges may perform this task. <p>Restriction: Some video terminals may not successfully negotiate video unless one of the recommended options are used.</p>

	Default: Have user call in
Preferred codec	<p>Which codec to use when the video terminal dials directly in to Cisco Unified MeetingPlace, or when the system dials directly out to the video terminal. Choose from the following options:</p> <ul style="list-style-type: none"> • H.261 • H.263 • H.264 • Use default (H.264) <p>Restrictions:</p> <ul style="list-style-type: none"> • The selected codec is <i>not</i> applied to calls that are transferred to Cisco Unified MeetingPlace from another phone. For transferred calls, Cisco Unified MeetingPlace uses the <u>Preferred codec</u> in the VTP associated with the originally connected phone or terminal, not the terminal that is transferred. • H.261 works only when the <u>Global video mode</u> field on the <u>Meeting Configuration Page</u> is set to High rate. If the <u>Global video mode</u> field is set to Standard rate, then any video terminals whose profiles are configured to use H.261 will use H.263 instead. <p>This field was introduced in Release 7.0.2.</p> <p>Default: H.264</p>
Notifications	
Can receive notifications	<p>Whether to send e-mail notifications to the <u>E-mail address</u> in this VTP.</p> <p>Recommendations: Avoid changing this setting once Cisco Unified MeetingPlace is in use, because users might expect and rely on the current e-mail notification behavior.</p> <p>Default: Group default (Yes)</p>
Priority	<i>Not supported.</i> This field appears only in Release 7.0.1.
Receive attachments	<p>Whether to include attachments in e-mail notifications sent to the <u>E-mail address</u> in this VTP.</p> <p>Default: Group default (No)</p>

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 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 a 9 and the complete telephone number including the area code.

Related Topics

- [Video Terminal Profiles Page](#)
- [Adding or Editing a Video Terminal Profile](#)