Main page: Cisco Unified MeetingPlace, Release 7.0

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Field	Description
Who can attend	Choose an option from the list to indicate who can attend the meeting: • Anyone-The meeting is unrestricted. Both profiled users and guest users can attend. • MeetingPlace Profile Users-All components of the meeting (audio, web, and video) are restricted to profile users who sign in by using their Cisco Unified MeetingPlace user ID and password. • Invited Profile Users-All components of the meeting (audio, web, and video) are restricted to profile users who were invited to attend. All invited users must sign in by using their Cisco Unified MeetingPlace user ID and password.
Outdial on first join	Click to have the system dial out to all invitees after the first person joins the meeting. **Note:** This feature is only available for system administrators who schedule continuous meetings.
Meeting entry mode	Choose what users will hear when they try to join the audio portion of your meetings. • Echo meeting ID-The system repeats the meeting ID so that users can confirm their choice. When users first enter the meeting ID, their ID is repeated for confirmation. After users confirm the meeting ID, they are asked to record their names then placed in the meeting. • Skip echo-The system skips the repeat of the meeting ID. When users first enter the meeting, users are asked to record their names then are placed in the meeting. • Skip echo and name-The system skips the repeat of the meeting ID and recording. When users first enter the meeting ID, they are placed directly in the meeting without recording their names.
Entry announcement	Choose what users will hear when a new participant joins the meeting. • Beep Only-A short beep is emitted during the meeting to indicate that someone has entered the meeting. • Beep + Name-After a short beep, the recorded name of the participant is announced. If you do not hear the name of a participant upon entry, the participant probably did not record a name before entering the meeting. Identify the participant before the meeting begins. • None-There is no indication that someone has entered the meeting.

Exit announcement	Choose what users will hear when a participant leaves the meeting. • Beep Only-A short beep is emitted during the meeting to indicate that someone has departed the meeting. • Beep+ Name-After a short beep, the recorded name of the participant is announced. If you do not hear the name of a participant upon departure, the participant probably did not record a name before entering the meeting. • None-There is no indication that someone has departed the meeting.
Auto record	Indicates whether you want your meeting to be automatically recorded when the meeting starts. This ability is only allowed when the "Reserve resources for recording" field is set to Yes. Choose No if you want the option to manually start recording the meeting from the meeting room or from the telephone. **Tip:** You can also press **#61** on your phone to manually start recording during a meeting.
Reserve recording resources	Indicates whether you want to reserve recording resources for this meeting. Doing so will reserve one out of the 100 recording resources that are available on the system. If set to No, you may still start recording anytime during the meeting only if resources are available, at which time that one resource will also be used. **Note:** This parameter is supported in Release 7.0.1 and 7.0.2 (MR1) only. It is not supported in Release 7.0.3 (MR2).
Send notifications	Check this option to have the system send notifications for the meeting.
Include attachments in notifications	Check this option to include attachments with notifications.
Meeting change notification	Check this option to have the system send notifications if the meeting is updated or rescheduled.
Include invitees in notification	Check this option to include invitee names in notifications.