

**Main page:** [Cisco Unified MeetingPlace Express, Release 2.x](#)

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This page is used to define a new user group and add it to the Cisco Unified MeetingPlace Express database.

**Note:** The Edit User Groups Details page uses the same fields as the Add User Group page.

Field	Description	Value
<b>Group Information</b>		
Name	<p>Name by which you want to identify the user group.</p> <p>Recommendation: Use a name that describes the users in the group, such as "Marketing."</p> <p>Restrictions:</p> <ul style="list-style-type: none"> <li>• Do not include spaces. Instead, use an underscore character (_), for example, "Field_Sales."</li> <li>• Unicode is not supported.</li> </ul>	<p>1 to 17 alphanumeric characters</p> <p>Default: System</p>
Number	Number used to identify this user group.	<p>0 to 17 numeric characters</p> <p>Default: 0</p>
Billing code	<p>Code used in billing reports. You can assign billing codes to user profiles and meetings, so that your company can choose billing schemes based on scheduling or meeting participation. Meeting schedulers can modify the billing code for each meeting.</p> <p>Recommendation: Follow existing conventions at your company, such as department codes.</p>	0 to 17 alphanumeric characters
Group active	<p>Activity state of this user group. You can define user groups now, and make them active later (for example, after the users in the group complete training).</p> <p>Users cannot log in if their user group is inactive.</p> <p>See the <a href="#">How to Change the State of a User Profile</a>.</p>	<p>No/Yes</p> <p>Default: Yes</p>
<b>Group Defaults</b>		

User ID of Delegate	Username of this user group's delegate who is allowed to schedule, monitor, and reschedule Cisco Unified MeetingPlace Express meetings on behalf of the users in this group and manage their user profiles. For more information, see the <a href="#">How to Configure User Profiles</a> .	0 to 17 alphanumeric characters
Region	Geographical region in which the user group typically conducts business.  The setting in this field determines which options become available in the following <a href="#">Time zone</a> field.	Choose from the options in the drop-down menu.  Default: Other
Time zone	User group's time zone. Set the time zone for the geographical location in which the user group typically conducts business.  The drop-down menu options depend on which <a href="#">Region</a> is selected.  The default value uses the server time zone that is configured during the installation process and that may be modified at any time through the CLI.  We recommend that you do not use the default setting, because the server time zone may be modified at any time by the system administrator. Such a change may cause time discrepancies between meetings that are scheduled before and after each server time change.	Choose from the options in the drop-down menu.  Default: Local time of Cisco Unified MeetingPlace Express server
Language	Preferred language for this user group, used in Cisco Unified MeetingPlace Express voice prompts.  Language preferences may vary for individual users in a group. You can select a language for each user in the individual user profile.  Options are the languages that were previously installed and activated on the Cisco Unified MeetingPlace Express system. See the <a href="#">How to Configure Languages</a> .	Choose from the options in the drop-down menu.  Default: English (US)
E-mail format	The format in which users in this group send and receive e-mail messages.	txt/html  Default: html
E-mail type	The type of notification sent to users in this group for meetings that are scheduled from the End-User Interface:  <ul style="list-style-type: none"> <li>• SMTP-e-mail notification from the Cisco Unified MeetingPlace Express server</li> </ul>	SMTP/Exchange  Default: SMTP

	<ul style="list-style-type: none"> <li>• Exchange-Microsoft Outlook Calendar notification from the Microsoft Exchange Server</li> </ul>	
<b>Recording</b>		
Who can access	(Read only) The value configured in the <u>Who can attend</u> field determines who can listen to meetings recorded by users in this group.	-
<b>Outdial Meeting Defaults</b>		
Can call out from meetings	Whether dial-out privileges are enabled for users in this group.	No/Yes Default: No
Ask for profile password	Whether a dial-out participant must provide a profile password before being admitted into the voice meeting.  See the <u>About Toll Fraud Prevention Options</u> .	No/Yes Default: Yes
<b>Meeting Preferences</b>		
Entry announcement	Announcement played when users in this group join meetings.	Beep only/Beep+Name/Silent Default: Beep+Name
Departure announcement	Announcement played when users in this group leave meetings.	Beep only/Beep+Name/Silent Default: Beep+Name
Skip pre-meeting options	Whether users in this group immediately join meetings after entering the meeting ID.  When <b>No</b> is selected, the user hears a meeting ID confirmation and is asked to record a name before joining the meeting.  When <b>Yes</b> is selected, the user does <i>not</i> hear a meeting ID confirmation but is asked to record a name before joining the meeting.	No/Yes Default: No
Password required	Whether meetings scheduled by users in this group require a password. This field also applies to reservationless meetings.	No/Yes Default: No
Who can attend	Determines whether anyone or only profiled users may do the following: <ul style="list-style-type: none"> <li>• Attend meetings scheduled by users in this group.</li> <li>• Listen to meetings recorded by users in this group.</li> </ul>	Anyone/ Users with Cisco Unified MeetingPlace Express Profiles only

	<p>Restriction: This field is ignored for reservationless meetings, which anyone may attend.</p>	Default: Anyone
Show meetings in public listing	<p>Whether to publicly display meetings that are scheduled by users in this group on the Find Meeting page in the End-User Interface.</p> <p>While scheduling each meeting, users can override this setting and decide whether or not to publish the meetings, unless the End-User Interface is customized to hide this option.</p> <p>Restriction: This field is ignored for reservationless meetings, which are always publicly listed after the first person joins the voice meeting.</p>	<p>No/Yes</p> <p>Default: No</p>
Host web meetings with	<p>Whether web ports are reserved when users in this group set up meetings:</p> <ul style="list-style-type: none"> <li>• Full meeting room-Reserves web ports, if available.</li> <li>• Participant list only-Does not reserve web ports. Web meeting participants see the lite web meeting room.</li> </ul> <p>For information about the features available in the full web meeting room and the lite web meeting room, see the User Guide for Cisco Unified MeetingPlace Express <i>Release 2.x</i>.</p> <p>This field applies to both scheduled and reservationless meetings.</p> <p>Restriction: Changes to this field are applied to each user only when the user logs in to Cisco Unified MeetingPlace Express after the change has been made. Therefore, if a user is logged in when this field is modified, the previous setting applies until the user logs out and logs back in.</p> <p>Recommendation: If your system has fewer web ports than voice ports available for scheduled and reservationless meetings, set this field to <b>Participant list only (no licenses required)</b> for most users. This configuration helps to keep web ports available for the users who need the full web meeting room to share files or applications. If you want all or most users to be able to schedule full web meetings, make sure that an equal number of web ports and voice parts are available on your system for scheduled and reservationless meetings. See the <a href="#">System Capacity Planning</a>.</p>	<p>Full meeting room (licenses required)/ Participant list only (no licenses required)</p> <p>Default: Full meeting room (licenses required)</p>

Reserve voice licenses when setting up meetings	<p>Whether voice ports are reserved when users in this group set up meetings.</p> <p>This field applies to both scheduled and reservationless meetings.</p> <p>Restriction: Changes to this field are applied to each user only when the user logs in to Cisco Unified MeetingPlace Express after the change has been made. Therefore, if a user is logged in when this field is modified, the previous setting applies until the user logs out and logs back in.</p>	<p>No/Yes</p> <p>Default: Yes</p>
<b>Video Preferences</b>		
Video Types	<p>Lists the video types available on the system and available to the group.</p> <p>To add a video type that is listed in the <b>Available on the system</b> table to the <b>Available to the group</b> table, do one of the following:</p> <ul style="list-style-type: none"> <li>• Highlight the video type and click the arrow between the tables.</li> <li>• Double-click the video type.</li> </ul>	-
Remove Video Type	<p>Used to remove a video type from the video types available to that group. Highlight a video type in the <b>Available to the group</b> table and click <b>Remove Video Type</b>.</p> <p><b>Note:</b> You can also remove a video type from the <b>Available to the group</b> table by double-clicking it.</p>	-
Selected Video Type Details	Displays details about the highlighted video type.	-
<b>Restrictions</b>		
Use reservationless	<p>Whether users in this group can set up and own reservationless meetings. This field displays or hides the Start Reservationless link in the End-User Interface for users in this group.</p> <p>Restriction: This field is ignored if the <a href="#">Enable reservationless</a> field is set to <b>No</b>. See the <a href="#">Field Reference: Meeting Configuration</a>.</p>	<p>No/Yes</p> <p>Default: Yes</p>
Maximum meeting length (minutes)	<p>Maximum length of a meeting, in minutes. Users in this group cannot schedule meetings longer than this amount.</p> <p>Restriction: This number cannot exceed the value entered in the <a href="#">Maximum meeting length (minutes)</a> field. See the <a href="#">Field Reference: Meeting Configuration</a>.</p>	<p>Range: 2 to 1440</p> <p>Default: 240</p>

Video Usage	Determines the level of permissions for video meetings. Whether users in this group can attend video meetings, host video meetings, and reserve video ports, or a combination of these.	Can attend + host video meetings + reserve video ports / Can attend + host video meetings / Can attend video meetings  Default: Can attend video meetings
<b>Sending Notifications</b>		
Enable for meeting	Whether e-mail notifications are sent when users in this group schedule meetings.  Restriction: Notifications are never sent for reservationless meetings.  Recommendation: Use a consistent setting across your user base. Also, avoid changing this setting once Cisco Unified MeetingPlace Express is already in use, because users might already expect and rely on the current e-mail notification behavior.	No/Yes  Default: Yes
Priority	Priority given to e-mail notifications sent when users in this group schedule meetings.	Low/Normal/Urgent  Default: Normal
Send if meeting changes	Whether e-mail notifications are sent when the following meeting parameters change: <ul style="list-style-type: none"> <li>• Date or time</li> <li>• Password</li> <li>• Meeting ID</li> <li>• List of invitees</li> </ul> Recommendation: Use a consistent setting across your user base. Avoid changing this setting once Cisco Unified MeetingPlace Express is already in use, because users might already expect and rely on the current e-mail notification behavior.	No/Yes  Default: Yes
Include participant list	Whether to include the names of meeting invitees in e-mail notifications sent when users in this group schedule meetings.	No/Yes  Default: Yes
Include password	Whether meeting passwords (if any) are included in e-mail notifications sent when users in this group schedule meetings.	No/Yes  Default: No

<b>Receiving Notifications</b>		
Enable to receive	<p>Whether users in this group receive e-mail notifications.</p> <p>Recommendation: Use a consistent setting across your user base. Avoid changing this setting once Cisco Unified MeetingPlace Express is already in use, because users might already expect and rely on the current e-mail notification behavior.</p>	<p>No/Yes</p> <p>Default: Yes</p>
<b>Attending Meetings</b>		
Phone # for non-direct-dial pagers	<p>Shared phone number for a non-direct-dial pager system.</p> <p>PIN numbers to access individual pagers are configured in the <u>Pager #</u> field in individual user profiles.</p> <p>Restrictions:</p> <ul style="list-style-type: none"> <li>• This field applies only to users whose individual user profiles are configured with a non-direct-dial pager PIN number in the <u>Pager type</u> field.</li> <li>• Only the following characters are used to call the pager: 0-9, #, and *.</li> <li>• All other characters are ignored by the system but generate INFO events in the system log.</li> </ul>	<p>0 to 32 numeric characters</p>
<b>Auto Attend</b>		
Auto attend mode	<p>Determines what the system does when a user in this group calls into the system from the user's own telephone.</p> <ul style="list-style-type: none"> <li>• If set to Auto-Attend Mtg and the user is invited to only one meeting at this time, the system places the user into that meeting.</li> <li>• If set to Auto-Attend Mtg and the user is <i>not</i> invited to any meetings at this time (or if the user is invited to two or more meetings at this time), the system automatically logs the user on.</li> <li>• If set to Auto-LogIn, the system automatically logs the user on.</li> </ul>	<p>None/Auto-Attend Mtg/ Auto-LogIn</p> <p>Default: None</p>
Auto attend password required	<p>Determines if the users in this groups are required to enter a password before being placed automatically into a meeting or being automatically logged on.</p>	<p>No/Yes</p> <p>Default: Yes</p>

**Related Topics**

- [Adding or Modifying a User Group Manually](#)