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A video terminal is a video endpoint that has a Cisco Unified MeetingPlace user profile. For example, you might set up a video terminal profile for a conference room video system. When scheduling meetings with video through the Web Conferencing scheduling interface, users with video scheduling capabilities can view the availability of various video terminals on the day of the meeting and reserve one or more video terminals for the meeting. Meeting notifications list the invited terminals and the dial-in number for each terminal.

Video terminal profiles differ from the profiles that you set up for your users in the following ways:

- Video terminals are configured in Cisco Unified MeetingPlace Video Administration, and then synchronized to Cisco Unified MeetingPlace Web Conferencing by using the Replication Service.
- Video terminal profiles have values configured for additional video terminal parameters, including video terminal name, ID, and classification. To change these parameters, you must use Video Administration. You can not modify these fields by using MeetingTime.
- The process for inviting video terminals to a meeting differs from the process of inviting users; you reserve a video terminal for a particular meeting, which causes the terminal to display as busy during that timeframe when users check the availability of the terminal. Reserving a video terminal automatically sends a meeting invitation to the terminal owner, if one has been identified. You do not add video terminals to the meeting invitee list, as you would add users.

For information about creating video terminals in Video Administration, see [Configuring Video Administration for Cisco Unified MeetingPlace](#).

Importing Video Terminal User Profiles

Video terminals are automatically synchronized from Cisco Unified MeetingPlace Video Administration by the Replication Service. To configure how frequently this automatic synchronization occurs, do the following procedure.

To Configure the Video Terminal Synchronization Period

1. Sign in to Cisco Unified MeetingPlace Web Conferencing.
2. From the Welcome page, click **Admin** , then click **Site** .
3. In the View section, click on the name of the site you want to configure.
4. Enter a value (in days) for the Video Terminals/Meeting Types Refresh Period field.
5. Click **Submit** .

You can also force an immediate refresh of the list of video terminals by using the following procedure.

To Manually Refresh Video Terminal User Profiles

1. Sign in to Cisco Unified MeetingPlace Web Conferencing.
2. From the Welcome page, click **Admin** , then click **Replication Service** .
3. For Replication Service Command, choose **Update All Terminals** .
4. Click **Submit** .