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In the Cisco Unified MeetingPlace Administration Center, the title of each page appears in the blue bar beneath the "Cisco Unified MeetingPlace System Administration Center" banner.

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Ad-Hoc Cisco Unified Communications Manager Configuration Page

Use this page to configure TFTP server IP addresses for ad-hoc conferencing.

To find this page, select **System Configuration > Call Configuration > Ad-Hoc Cisco Unified Communications Manager Configuration**.

Table: Field Reference: Ad-Hoc Cisco Unified Communications Manager Configuration Page

Field	Description
Enable SCCP	Use this field to enable or to disable Skinny Client Control Protocol (SCCP) for ad-hoc conferencing on the server. Default: No
Primary TFTP server	Primary Cisco Unified Communications Manager (formerly called Cisco Unified CallManager) TFTP server IP address. Default: 0
Port	Primary TFTP server port number. Note: The Cisco Unified Communications Manager TFTP server typically runs on port 69. Range: 1 to 65535 Default: 69
Backup TFTP server 1	First backup Cisco Unified Communications Manager TFTP server IP address. Default: 0
Port	First backup TFTP server port number. Note: The Cisco Unified Communications Manager TFTP server typically runs on port 69. Range: 1 to 65535 Default: 69
Backup TFTP server 2	Second backup Cisco Unified Communications Manager TFTP server IP address. Default: 0
Port	Second backup TFTP server port number. Note: The Cisco Unified Communications Manager TFTP server typically runs on port 69. Range: 1 to 65535

	Default: 69
Application server MAC address	<i>Display only.</i> MAC address of the Cisco Unified MeetingPlace Application Server. Use the value in this field to identify the Cisco Unified MeetingPlace server as the conference bridge in Cisco Unified Communications Manager configuration.
Cisco Unified Communications Manager Registration Information	
Current Cisco Unified Communications Manager	<i>Display only.</i> The current Cisco Unified Communications Manager TFTP server that is currently in use.
Status	<i>Display only.</i> Whether Cisco Unified MeetingPlace is registered with the Cisco Unified Communications Manager TFTP server.

Related Topics

- [Configuring Ad-Hoc Conferencing for Cisco Unified MeetingPlace module](#)

Add Meeting Categories Page

To find this page, select **System Configuration > Meeting Categories > Add New**.

Table: Field Reference: Add Meeting Categories Page and Edit Meeting Categories Page

Field	Description
Name	Identifies the meeting category on the scheduling page and in meeting details.
Owner	<u>User ID</u> of the meeting category owner.
Description	Enter a description that will help system administrators maintain the meeting categories, for example, how to distinguish one meeting category from another.

Related Topics

- [Configuring Meeting Categories](#) in the [Configuring Meetings for Cisco Unified MeetingPlace module](#)
- [Meeting Categories Page](#)

Add Server Configuration Page

To find this page, select **System Configuration > Remote Server Configuration > Add New**.

Note: In this document, a "system" refers to a complete Cisco Unified MeetingPlace site installation, which includes one active Application Server and one active Media Server. The system can also include one or more Web Servers.

Related Topics

Table: Field Reference: Add Server Configuration Page and Edit Server Configuration Page

Field	Description
Name	Name of the remote system.
Home Server number	<p>Enter a unique number that identifies the remote server on all RSNA systems.</p> <p>This same value must be used in the <u>Schedule home server</u> user profile field for users that are local to the server.</p> <p>If you check Reserved Meeting Server:</p> <ul style="list-style-type: none"> • The Home Server number field is cleared and cannot be modified. • In the database, this remote server record is assigned the Home Server number of 777777.
Reserved Meeting Server	<p>Whether the remote server is the <u>RSNA Reserved Meeting Server</u>.</p> <p>If you check this:</p> <ul style="list-style-type: none"> • The Home Server number field is cleared and cannot be modified. • In the database, this remote server record is assigned the Home Server number of 777777.
Dialable Phone Number	Enter the User ID of the remote server that is configured on the <u>SIP Configuration Page</u> .
SIP Agent Address 1	IP address of the remote Application Server(s).
SIP Agent Address 2	The second remote server entry is optional.
Routing Unit Number	<p>(Optional) Combined with the <u>Routing Codec</u>, the system uses this information to generate an <u>Extended dial prefix</u> for the remote server:</p> <ul style="list-style-type: none"> • If you set this field to 0, the system uses the value in the Dial prefix field on the <u>Remote Server Configuration Page</u>. • (Recommended) If you set this field to 0 and leave the Dial prefix field blank, the system generates a default dial prefix. <p>For details, see <u>Dial Prefixes</u> in the <u>Configuring Reservationless Single Number Access (RSNA) for Cisco Unified MeetingPlace</u> module.</p> <p>Default: 0</p>
Routing Codec	Select a codec to enable the system to generate an <u>Extended dial prefix</u> for the remote server.

	<p>To enable the RSNA systems to generate the same extended dial prefix for this server, the same codec must be configured for this particular remote server entry on all RSNA systems:</p> <ul style="list-style-type: none"> • (Cisco Unified MeetingPlace Release 8.0 systems) Routing Codec remote server field <p>Select None in either of the these cases:</p> <ul style="list-style-type: none"> • You want all RSNA systems to use a <u>Common dial prefix</u>. • You want the system to generate a <u>Default dial prefix</u> for the remote server. <p>For simplicity, we recommend that you configure each RSNA system to use the default dial prefix.</p> <p>For details, see <u>Dial Prefixes</u> in the <u>Configuring Reservationless Single Number Access (RSNA) for Cisco Unified MeetingPlace</u> module.</p> <p>Default: None</p>
Web conferencing enabled	<p>Whether web server software is installed and operational on the remote system.</p> <p>Default: No</p>
Web URL	<p>URL of the primary Web Server for the remote system.</p>

Related Topics

- [Configuring Reservationless Single Number Access \(RSNA\) for Cisco Unified MeetingPlace module](#)
- [Configuring Endpoints for Cisco Unified MeetingPlace module](#)
- [Remote Server Configuration Page](#)

Add SNMP Community String Page

To find this page, select **Maintenance > SNMP > Community Strings > Add New**.

Table: Field Reference: Add SNMP Community String Page and Edit SNMP Community String Page

Field	Description
Community string	<p>Name of the SNMP community string.</p> <p>Restriction: No spaces allowed.</p>
Accept SNMP packets from any host	<p>Allows the SNMP community string to accept SNMP packets from any host.</p>
Accept SNMP	<p>Allows the SNMP community string to accept SNMP packets only from hosts that</p>

packets only from these hosts	you specify.
Host IP address	If you select the Accept SNMP packets only from these hosts radio button, enter an IP address and select Insert to allow the SNMP community string to accept SNMP packets from this host.
Host IP addresses	If you select the Accept SNMP packets only from these hosts radio button, this field lists all hosts from which this SNMP community string can accept SNMP packets. To remove a host from this list, highlight the IP address and select Remove .
Access privileges	The access privilege given to this SNMP community string. Access privileges provide security by restricting the ability to alter the Cisco Unified MeetingPlace system.

Related Topics

- [Configuring SNMP on the Cisco Unified MeetingPlace Application Server module](#)

Add SNMP Notification Destination Page

To find this page, select **Maintenance > SNMP > Notification Destinations > Add New**.

Table: Field Reference: Add SNMP Notification Destination Page and Edit SNMP Notification Destination Page

Field	Description
Destination IP address	Restriction: Each notification destination must have a unique IP address.
Port number	The port number for the notification destination.
SNMP version	SNMP version 1 supports only traps. SNMP version 2c supports both traps and inform notification types.
Notification type	Dimmed if you select SNMP version 1.
Security level	<i>Display only.</i> Value is determined by the selected Community string.
Community string	SNMP community string to associate with this notification destination.

Related Topics

- [Configuring SNMP on the Cisco Unified MeetingPlace Application Server module](#)

Add Translation Rule Page

To find this page, select **System Configuration > Call Configuration > Auto Attend Translation Configuration > Add New**.

Table: Field Reference: Add Translation Rule Page and Edit Translation Rule Page

Field	Description
Description	Enter information to help you and other system administrators understand the translation rule.

Table: Field Reference: Add SNMP Community String Page and Edit SNMP Community String Page

	<p>Example: Converts a 7-digit number to a 5-digit extension.</p>
Digits to match	<p>Number of digits that must be in the incoming ANI (1) in order for this rule to be applied.</p> <p>Example: Suppose this field is set to 5:</p> <ul style="list-style-type: none"> • If the ANI is 50123, the system applies this rule. • If the ANI is 0123 or 5550123, the system does not apply this rule. <p>Recommendation: The ANI can vary depending on whether calls are received from internal, external, long distance, or international sources. Use a large enough value to preserve uniqueness for ANI matches. We recommend a value of 4 or 5.</p> <p>Restriction: You cannot modify the preconfigured translation rule, in which this field is set to 0. The system uses the preconfigured translation rule to find a user profile phone number that matches the incoming ANI exactly without adding or deleting any digits.</p>
Match string	<p>Apply this rule if this string matches the beginning of the ANI digits.</p> <p>This string is removed from the ANI.</p> <p>Example: If this field is set to 555, and the ANI is 5550123, remove the 555 to make the modified ANI equal to 0123.</p>
Replace by	<p>Insert these digits at the beginning of the ANI.</p> <p>Example: If this field is set to 5 and the ANI is 0123, the ANI becomes 50123.</p>

Footnote 1: ANI = automatic number ID, or the phone number from which the user called.

Related Topics

- [Configuring the Auto Attend Feature for Cisco Unified MeetingPlace module](#)
- [Auto Attend Translation Configuration Page](#)

Add User Group Page

To find this page, select **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 Group Page and Edit User Group Page

Field	Description
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>Restriction: Unicode is not supported.</p>
Number	Number used to identify this user group.
Phone number for non-direct-dial pagers	<p>Shared phone number for a non-direct-dial pager system. (1)</p> <p>PIN numbers to access individual pagers are configured in the <u>Pager number</u> field in individual user profiles.</p> <p>Restrictions:</p> <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 <u>Pager type</u> field. • Only these 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>
Video Preferences	
Available video types	<p>Video type that is made available as the group default in the Video Preferences section of the <u>Add User Profile Page</u>. This group default can be inherited by a user profile.</p> <p>Restriction: If <u>Video usage</u> is set to <u>Can attend + host video meetings</u>, the fields in the <u>Video Preferences</u> section are available.</p>
Selected video type details	Details about the selected video type including the name, codec type, and bit rates.
All other user group fields are described in <u>Table: Field Reference: Add User Profile Page and Edit User Profile Page</u> .	

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, 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, you might need to include 91 and the complete phone number including the area code.

Related Topics

- [Adding or Editing a User Group Manually](#) in the [Configuring User Profiles and User Groups for Cisco Unified MeetingPlace](#) module
- [Specifying Languages for Users](#) in the [Configuring Languages for Cisco Unified MeetingPlace](#) module
- [Configuring Reservationless Meetings](#) in the [Configuring Meetings for Cisco Unified MeetingPlace](#) module
- [Configuring Continuous Meetings](#) in the [Configuring Meetings for Cisco Unified MeetingPlace](#) module
- [Configuring Requirements for Meeting Passwords](#) in the [Securing the Cisco Unified MeetingPlace System](#) module
- [Restricting Access to Scheduled Meetings](#) in the [Securing the Cisco Unified MeetingPlace System](#) module
- [Configuring User Preferences for Email Notifications](#) in the [Configuring Email Notifications for Cisco Unified MeetingPlace](#) module

Add User Profile Page

To find this page, select **User Configuration > User Profiles > Add New**.

Note: [Table: Field Reference: Add User Profile Page and Edit User Profile Page](#) also describes fields for these pages:

- [Add User Group Page](#) and Edit User Group page in the Administration Center

For information about fields that are specific to user groups (not user profiles), see [Table: Field Reference: Add User Group Page and Edit User Group Page](#).

- Add User Profile page and Edit User Profile page in MeetingPlace Conference Manager

For information about finding these pages in MeetingPlace Conference Manager:

- ◇ [Adding a User Profile](#) in the [Using MeetingPlace Conference Manager](#) module
- ◇ [Updating a User Profile](#) in the [Using MeetingPlace Conference Manager](#) module

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

Field	Description
Identification	
First name	<p>First name of the user. Used in meeting participant lists and in reports. For the guest profile, used in video live conferences.</p> <p>The value of this field in the guest profile is applied to guest users. In the guest profile, keep the default value and select a name that clearly indicates a guest meeting participant.</p> <p>If you are creating a user profile for an auto-answer device, enter "autoanswerdevice" in this field. See How to Configure Auto-Answer Devices.</p>

	<p>Configure Auto-Answer Devices in the Configuring Endpoints for Cisco Unified MeetingPlace module.</p> <p>Restriction: (Cisco WebEx integration only) Do not leave this field blank.</p> <p>Defaults for preconfigured user profiles: Guest (guest), Administrator (admin), Voice Recorder (recorder)</p>
Last name	<p>Last name of the user. Used in meeting participant lists and reports.</p> <p>The value of this field in the guest profile is applied to guest users. In the guest profile, keep the default value and select a name that clearly indicates a guest meeting participant.</p> <p>Defaults for preconfigured user profiles: User (guest), Cisco Unified MeetingPlace (admin), Cisco WebEx (recorder).</p>
User ID	<p>Unique ID by which the user signs in to Cisco Unified MeetingPlace from a workstation.</p> <p>Note: Users enter the User ID and User password to sign in to Cisco Unified MeetingPlace from a workstation. Users enter the Profile number and Profile PIN to authenticate to Cisco Unified MeetingPlace from a touch phone.</p> <p>Restrictions:</p> <ul style="list-style-type: none"> • Unicode is not supported. • Uppercase characters are automatically converted to lowercase characters. • If this field is dimmed and marked with a padlock icon, the user is authenticated by an external directory and you cannot modify this field. See Methods for Adding User Profiles in the Configuring User Profiles and User Groups for Cisco Unified MeetingPlace module. • For Cisco WebEx integration: <ul style="list-style-type: none"> ◆ Special characters such as !@#\$\$%^&() are not supported. ◆ Do not modify this field in an existing user profile. Doing so disables future sign ins to Cisco WebEx by the user. This is also true for system administrator access to the Cisco WebEx Administration. <p>Instead of modifying the User ID, create a new user profile in Cisco Unified MeetingPlace and deactivate the previous user profile through the Cisco WebEx Site Administration.</p> <p>Defaults for preconfigured user profiles: guest (cannot modify), admin, recorder.</p>
User password	<p>Password used to sign in to Cisco Unified MeetingPlace from a workstation.</p>
User password confirm	<p>Restrictions:</p> <ul style="list-style-type: none"> • Unicode is not supported. • If this field is dimmed and marked with a padlock icon, the user is authenticated by an external directory and you cannot modify this field. See Methods for Adding User Profiles in the Configuring User Profiles and User Groups for Cisco Unified MeetingPlace module. • (Guest profile only) Leave this field blank in the preconfigured guest profile, because this guest profile is inherited in all new user profiles.

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

	<ul style="list-style-type: none"> • Password for the admin profile is set during the installation of the Application Server software. <p>Note: If you are adding this information from MeetingPlace Conference Manager, the system permits you to use the same password as you type it so that you can easily spell it out to users you are assisting.</p>
Last changed	<p><i>Display only.</i> Date when the User password was last modified.</p> <p>Restriction: This date does not apply to Directory Service users, whose passwords are stored and controlled by an external device. See Directory Service User Profile Configuration in the Configuring Cisco Unified MeetingPlace module.</p>
Force user password change at next sign-in	<p>Force a user password change at the next sign-in.</p> <p>Default: the default value that appears on this page is copied from the New users must change passwords on sign-in on the Usage Configuration Page.</p>
Profile number	<p>Unique number that identifies this user profile. Used to authenticate to Cisco Unified MeetingPlace from a touch-tone phone.</p> <p>Recommendation: Use the phone extension or voice-mail number of the user.</p> <p>Restrictions:</p> <ul style="list-style-type: none"> • If reservationless meetings are enabled on the system, these restrictions apply: <ul style="list-style-type: none"> ◆ You cannot configure a profile number that matches an existing meeting ID. Similarly, users cannot be able to schedule a meeting whose meeting ID matches an existing profile number. ◆ If the profile number is longer than 17 digits, the user cannot own reservationless meetings because meeting IDs cannot be longer than 17 digits. <p>For more information about reservationless meetings, see Configuring Reservationless Meetings in MeetingPlace in the Configuring Meetings for Cisco Unified MeetingPlace module.</p> <ul style="list-style-type: none"> • This field is dimmed for the preconfigured recorder profile. To modify, see Configuring the Cisco Unified MeetingPlace Audio Recorder in the Integrating Cisco Unified MeetingPlace with Cisco WebEx module. <p>Defaults for preconfigured user profiles: 0000 (guest, cannot modify), 0001 (admin), 0002 (recorder).</p>
Profile PIN	<p>PIN used to authenticate to Cisco Unified MeetingPlace from a touch-tone phone.</p>
Profile PIN confirm	<p>Set this as a temporary default PIN. Users must change their profile PIN when they first connect to Cisco Unified MeetingPlace.</p> <p>Restrictions:</p> <ul style="list-style-type: none"> • If this field is dimmed and marked with a padlock icon, the user is authenticated by an external device and you cannot modify this field. See Methods for Adding User Profiles in the Configuring User Profiles and User Groups for Cisco Unified MeetingPlace module. • This field is dimmed for the preconfigured guest profile.

	<ul style="list-style-type: none"> This field is dimmed for the preconfigured recorder profile. To modify, see Configuring the Cisco Audio Recorder in the Integrating Cisco Unified MeetingPlace with Cisco WebEx module. <p>Note: If you are adding this information from MeetingPlace Conference Manager, the system permits you to type the password as you type it so that you can easily spell it out to users you are assisting.</p> <p>Default for the admin profile: 24726 (CISCO)</p>
Last changed	<p><i>Display only.</i> Date when the Profile PIN was last modified.</p> <p>Restriction: This date does not apply to Directory Service users, whose passwords are stored and controlled by an external device. See Directory Service User Profile Configuration in the Configuring Cisco Unified MeetingPlace Directory Service module.</p>
Force PIN change at next sign-in	<p>Force a PIN change at the next sign-in.</p> <p>Default: the default value that appears on this page is copied from the New users must change passwords on sign-in on the Usage Configuration Page.</p>
User status	<p>Whether this profile is active, inactive, or locked.</p> <p>A user with an inactive user profile cannot sign in. The user can still attend meetings that are not restricted to active profiled users. See the Changing the User Status in Cisco Unified MeetingPlace User Profiles module.</p> <p>Restriction: The preconfigured admin and recorder profiles cannot be locked.</p> <p>Default: Group default (Active)</p>
Type of user	<p>Type of user, the configuration of which restricts the privileges and access available to that user in Cisco Unified MeetingPlace. See the About User Types.</p> <p>Defaults:</p> <ul style="list-style-type: none"> Guest profile: End user (cannot modify) Admin profile: System administrator (cannot modify) All others: End user
Group name	<p>Name of user group to which this user profile belongs.</p> <p>Default: System</p>
Email address	<p>Email address used in email notifications. Must be in this format:</p> <ol style="list-style-type: none"> a-z, A-Z, 0-9 Optional: <ol style="list-style-type: none"> One of these characters: _,.,- a-z, A-Z, 0-9 @ a-z, A-Z, 0-9, -

	<p>5. .</p> <p>6. a-z, A-Z, 0-9-Only 2-6 characters are allowed at the end</p> <p>Examples:</p> <ul style="list-style-type: none"> • me.myself@example.com • someone@example.com <p>Restrictions (Cisco WebEx integration only):</p> <ul style="list-style-type: none"> • Cannot exceed 64 characters. • Must be unique, even among deactivated users on the Cisco WebEx site. <p>Recommendations:</p> <ul style="list-style-type: none"> • Admin profile-Enter a email <i>alias</i>. For Cisco WebEx integration, using a unique email alias will prevent email address conflicts with other user profiles. • Guest profile-Leave this field blank, because this field is inherited by all new user profiles.
Email type and format	<p>Determines the following:</p> <ul style="list-style-type: none"> • Type of email notification sent to this user for scheduled meetings. • Format in which this user sends and receives email notifications. <p>The value of this field in the guest profile is applied to guest users, who in this case are all meeting invitees <i>not</i> invited by profile.</p> <p>Restriction: To enable the use of the Microsoft Exchange or IBM Lotus Notes formats, you first need to set up these integrations. See one of these documents:</p> <ul style="list-style-type: none"> • Integration Note for Installing and Configuring IBM Lotus Notes with Cisco Unified MeetingPlace • Enabling Microsoft Outlook Calendar Notifications for Meetings Scheduled from the Cisco Unified MeetingPlace Web User Portal module <p>Default: Group default (SMTP (HTML))</p>
Main phone number Alternate phone number	<p>Phone number (1) for the system to dial out to the user.</p> <p>Restrictions:</p> <ul style="list-style-type: none"> • Only these characters are allowed: <ul style="list-style-type: none"> ◆ numeric ◆ space () ◆ (), - ◆ The + character is allowed only as the first character in the field. • (Cisco WebEx integration only) Cannot exceed 30 characters.

	<p>Recommendation: (Guest profile only) Leave this field blank, because this field is inherited by all new users.</p>
Pager number	<p>Pager number (1) of user, used for dial-out features. The number you enter depends on the Pager type:</p> <ul style="list-style-type: none"> • For a direct-dial pager, enter the phone number that directly reaches the pager. • For a non-direct-dial pager, enter the PIN used to access the specific pager. <p>You configure the shared phone number that the system calls first to reach the pager system in the <u>number for non-direct-dial pagers</u> field in the user group.</p> <p>See How the Find Me Feature Works with Pagers in the Configuring Dial-Out Features for Cisco Unified MeetingPlace module.</p> <p>Restrictions:</p> <ul style="list-style-type: none"> • The + character is allowed only as the first character in the field. • Only these characters are used to call the pager: 0-9, #, and *. • All other characters are ignored by the system but generate INFO events in the system log. • See the Restrictions for Using the Find Me Feature with Pagers in the Configuring Dial-Out Features for Cisco Unified MeetingPlace module. <p>Recommendation: (Guest profile only) Leave this field blank, because this field is inherited by all new users.</p>
Pager type	<p>Type of pager:</p> <ul style="list-style-type: none"> • Direct-dial pager-Pager is reached directly by dialing a phone number. • Non-direct-dial pager-Pager is reached by dialing a phone number <i>and</i> entering a PIN that specifically identifies the pager. <p>You configure the shared phone number that the system calls first to reach the pager system in the <u>number for non-direct-dial pagers</u> field in the user group.</p> <p>Default: Direct-dial pager</p>
Method of attending	<p>The method by which this user joins meetings that are scheduled by this user, reservationless meetings that this user starts, and meetings to which this user is invited by profile.</p> <p>Options:</p> <ul style="list-style-type: none"> • Have user call in-User either calls into meetings or uses the Call Me dial-out feature from the web interface. • Have system find user-Enables the Find Me dial-out feature for this user. <p>Default: Have user call in</p>
Search order for find me	<p>The order in which the system attempts to call the user for the Find Me dial-out feature.</p> <p>See About the Find Me Feature in the Configuring Dial-Out Features for Cisco Unified MeetingPlace module.</p>

	<p>Defaults:</p> <ul style="list-style-type: none"> • First: Main phone • Second: Alternate phone • Third: Pager
User ID of delegate	<p>User ID of the person who is allowed to view, reschedule, end, and delete meetings on behalf of this user. If this field is left blank, only users of type <u>Attendant</u> and <u>System administrator</u> can manage meetings on behalf of this user.</p> <p>Restrictions:</p> <ul style="list-style-type: none"> • When a meeting is <i>rescheduled</i> by a <u>Delegate</u>, <u>Attendant</u>, or <u>System administrator</u> on behalf of another user, the meeting attributes are not changed unless specifically modified through the More Options page. • (Microsoft Outlook front-end integration) Specifying the User ID of delegate in a Cisco Unified MeetingPlace user profile does <i>not</i> automatically enable Microsoft Outlook delegation. You need to separately add assign delegates from the Microsoft Outlook client. For details, see <u>Prerequisites for Scheduling From Microsoft Outlook</u> in the <u>Enabling Cisco Unified MeetingPlace Scheduling from Microsoft Outlook</u> module. <p>Default: Group default (None)</p>
Region	<p>Geographical region that determines which options become available in the Time zone field.</p> <p>Default: Other</p>
Time zone	<p>Time zone in which the user typically conducts business. The drop-down menu options depend on which region is selected.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> • Do not use the default "Local time of Cisco Unified MeetingPlace server," which is configured during installation and can be modified at any time through the CLI of the Application Server. Instead, select a specific time zone; for example, to PST, EST, AST and so forth. Time discrepancies can occur with meetings that are scheduled before and after each server time change. • See the <u>About Time Zones</u>. <p>Default: Group default (Local time of Cisco Unified MeetingPlace server)</p>
Language	<p>Select from the languages that were previously installed and activated on the system. See the <u>Configuring Languages for Cisco Unified MeetingPlace</u> module.</p> <p>The value of this field in the guest profile is applied to guest users.</p> <p>Default: Group default (English (US))</p>

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

Billing code	<p>Billing code that is applied to meetings scheduled by the user. Meeting schedulers can modify the billing code for each meeting. Billing reports are sorted by billing code and then by User ID.</p> <p>Note: If an <u>Attendant</u> or <u>System administrator</u> schedules a meeting on behalf of another user, the meeting is billed with the billing code of the meeting scheduler, but the system counts the minutes against the meeting owner (on whom the meeting was scheduled).</p> <p>Recommendations:</p> <ul style="list-style-type: none"> • Follow existing conventions at your company, such as department codes. • (Guest profile only) Leave this field blank, because this field is inherited by all new user profiles. <p>Default: Group default (None)</p>
Default meeting category	<p>Meeting category that appears by default on the scheduling page for this user.</p> <p>Unless you hide the field on the Cisco Unified MeetingPlace web user portal, meeting schedulers can specify a meeting category for each meeting. See <u>Configuring Meeting Categories</u> in the <u>Configuring Meetings for Cisco Unified MeetingPlace</u> module.</p> <p>Default: Group default (Standard)</p>
Schedule home server	<p>Local Cisco Unified MeetingPlace Application Server assigned to this user.</p> <p>When the user schedules a meeting, the system attempts to schedule the meeting through this Application Server first. If the server does not have enough resources, the system tries another Application Server, for example, a remote RSNA system.</p> <p>Requirement: This number must match the <u>Home Server number</u> that identifies this server.</p> <p>Note: If you want to assign an <u>RSNA Reserved Meeting Server</u> to this user, make sure that the system has a reserved meeting server records for the reserved meeting server: one with a <u>Home Server number</u> in the range 0 to 999 and one with a checked <u>Reserved Meeting Server</u> check box. For details, see <u>RSNA Reserved Meeting Server Configuration</u> in the <u>Configuring Reservationless Single Number Access (RSNA) for Cisco Unified MeetingPlace</u> module.</p> <p>Default: Group default (0)</p>
Permissions	
Use reservationless	<p>Whether the user can own reservationless meetings.</p> <p>Default: Group default (Yes)</p>
Maximum meeting length (minutes)	<p>User cannot schedule meetings longer than this number of minutes.</p> <p>Restrictions:</p> <ul style="list-style-type: none"> • This field does not apply to continuous meetings.

	<ul style="list-style-type: none"> • If this value differs from the following, the system uses the lowest value: <ul style="list-style-type: none"> ◆ <u>Maximum meeting length (minutes)</u> field on the <u>Meeting Configuration Page</u>. ◆ Maximum Call Duration Timer service parameter in Cisco Unified Communications Manager <p>See <u>Configuring the Maximum Call Duration in Cisco Unified Communications Manager</u> and <u>Integrating Cisco Unified MeetingPlace with Cisco Unified Communications Manager</u> for more information.</p> <ul style="list-style-type: none"> • If your User Groups Maximum meeting length setting is lower than your User Profiles setting your User Profiles setting is used. Your User Profiles setting must be lower than your User Groups setting. <p>Default: Group default (240)</p>
<p>Scheduling restriction (meetings to start within 6 hours of scheduling)</p>	<p>Scheduling restrictions for this user:</p> <ul style="list-style-type: none"> • Unrestricted-User can schedule an unlimited number of meetings. • Cannot schedule-User cannot schedule meetings, regardless of start time. • <i>Numeric value</i>-Maximum number of meetings that the user can schedule to begin within six hours of the time of scheduling. <p>Each time the user attempts to schedule a meeting, the system counts the number of meetings owned by the user that are scheduled to begin within the next six hours. If this number is greater than the field value, the user cannot schedule any more meetings to begin within the next six hours. Note that the user can schedule an unlimited number of meetings to begin more than six hours after the time of scheduling.</p> <p>Default: Group default (Unrestricted)</p>
<p>Can change meeting ID via phone</p>	<p>Whether the user can change the meeting ID over the phone for meetings owned by the user.</p> <p>Default: Group default (Yes)</p>
<p>Video usage</p>	<p>Whether the user can attend or attend and host video meetings.</p> <ul style="list-style-type: none"> • Can attend video meetings <ul style="list-style-type: none"> ◆ User can attend video-enabled meetings as a video participant. ◆ User <i>cannot</i> schedule meetings that allow video participants. • Can attend + host video meetings <ul style="list-style-type: none"> ◆ User can attend video-enabled meetings as a video participant. ◆ User schedules video-enabled meetings, which means that video participants can attend. <p>Note: When you select Can attend + host video meetings, you can specify options in the Video Preferences page.</p> <p>Default: Can attend video meetings</p>
<p>Can dial out (does not apply to Cisco WebEx meetings) or, in guest profile:</p>	<p>Whether dial-out privileges are enabled or disabled for this user.</p> <p>Note: Dial-out privileges from the Cisco WebEx site are determined by the Cisco Unified MeetingPlace group profile, not by individual user profiles.</p> <p>Default: Group default (Yes)</p>

Can dial out	
Maximum TUI dial-out attempts per meeting	<p>Maximum number of TUI (#31) dial-out calls that this user can attempt from within a meeting.</p> <ul style="list-style-type: none"> Failed dial-out attempts from the TUI count against this number. Dial-out attempts from the web meeting room do <i>not</i> count against this number. <p>A value of 0 means that the user cannot press #3 to dial out from within a meeting.</p> <p>Default: Group default (Unrestricted)</p>
Can send notifications	<p>Whether notifications are sent for meetings scheduled by the user through Cisco Unified MeetingPlace.</p> <p>Restriction: Notifications are never sent for reservationless meetings.</p> <p>Recommendations: Use a consistent setting across your user base. Also, avoid changing this setting once Cisco Unified MeetingPlace is in use because users might expect and rely on the current email notification behavior.</p> <p>Default: Group default (Yes)</p>
Can receive notifications	<p>Whether to send email notifications to the user through Cisco Unified MeetingPlace.</p> <p>Recommendations: Use a consistent setting across your user base. Also, avoid changing this setting once Cisco Unified MeetingPlace is in use because users might expect and rely on the current email notification behavior.</p> <p>Default: Group default (Yes)</p>
Auto attend mode	<p>Enables or disables the auto attend feature for the user. When enabled, you specify whether the caller automatically joins meetings or is only authenticated.</p> <p>For details, see the Configuring the Auto Attend Feature for Cisco Unified MeetingPlace module.</p> <p>Default: Group default (None)</p>
Auto attend requires profile PIN	<p>When the auto attend feature is enabled, this field specifies whether the user must enter the Profile PIN before being automatically authenticated or placed into meetings.</p> <p>Default: Group default (Yes)</p>
Meeting password required	<p>Whether scheduled and reservationless meetings owned by this user require a meeting password.</p> <p>Restrictions:</p> <ul style="list-style-type: none"> This field is ignored if the Minimum meeting password length field on the Meeting Configuration page is set to 0.

	<ul style="list-style-type: none"> • In reservationless meetings, meeting passwords are not required to join the web meeting room. <p>Default: Group default (No)</p>
Can record meetings	<p>Determines who can record meetings:</p> <ul style="list-style-type: none"> • If set to Yes, the user can start and stop the recording of any meeting from the TUI, regardless of whether the meeting is scheduled or not. • If set to No, the user cannot start or stop meeting recordings. <p>Note: For Cisco WebEx integrated deployments, when Cisco MeetingPlace is configured to use Cisco WebEx scheduling, this field is not available and the TUI cannot start/stop any recordings.</p> <p>Restriction (guest profile only): When set to Yes, this field enables guest users to start and stop meeting recordings:</p> <ul style="list-style-type: none"> • From the TUI. • Only if the <u>Guests can lock and record meetings</u> field on the <u>Usage Configuration Page</u> is also set to Yes. <p>Default: Group default (No)</p>
Recordings	
Who can access	<p>Who can listen to recordings for scheduled meetings owned by this user.</p> <p>Restriction: This field does not apply to reservationless meetings. Anyone can access reservationless meeting recordings.</p> <p>Default: Group default (Anyone)</p>
Auto-start recording	<p>When set to Yes, the system automatically records all meetings that are scheduled by the user.</p> <p>When set to No, a meeting participant (with recording privileges) must manually start the recording.</p> <p>Restrictions:</p> <ul style="list-style-type: none"> • This field is always set to No when the Can record meetings field is set to No. • This field is not available when a Cisco WebEx site is configured. <p>Default: Group default (No)</p> <p>Note: When you reconfigure your deployment from Audio/video only to a WebEx-managed deployment, recording is still configured regardless of user profile settings.</p>
Meeting Preferences	
Entry announcement	<p>Announcement played when callers join meetings scheduled by this user.</p> <p>Default: Group default (Beep + name)</p>
	<p>Announcement played when callers leave meetings scheduled by this user.</p>

Departure announcement	Default: Group default (Beep + name)
Meeting entry mode	<p>Whether participants hear one, both, or none of the following items when they join the audio portion of a meeting scheduled by this user:</p> <ul style="list-style-type: none"> • Meeting ID confirmation • Name recording option <p>Restriction: Participants who automatically join a meeting through the Auto Attend Feature will hear the meeting ID confirmation, even if the Meeting entry mode for the meeting is configured to skip the meeting ID.</p> <p>Recommendation: For Cisco WebEx integration, select Skip ID repeat and skip names. Otherwise, users are required to record a name each time they use a dial-out call from the Cisco WebEx site to join meetings scheduled by this user. This is because Cisco WebEx dial-out calls are not associated with individual Cisco Unified MeetingPlace user profiles, even when users are properly signed in over the web.</p> <p>Default: Group default (Skip ID repeat)</p>
Who may skip password	<p>Specifies who can join a meeting scheduled by this user without entering a meeting password.</p> <p>Default: Group default (Nobody)</p>
Who can attend	<p>Specifies who can attend meetings scheduled by this user.</p> <p>Restrictions:</p> <ul style="list-style-type: none"> • This field is ignored for reservationless meetings, which anyone can attend. • If meeting attendance is restricted to profiled users, then: <ul style="list-style-type: none"> ◆ Unprofiled external users (such as your customers or business partners) and users with local profiles cannot attend meetings, even if they are invited. ◆ Only those who successfully authenticate to Cisco Unified MeetingPlace can attend these meetings. <p>Default: Group default (Anyone)</p>
Show meetings in public listing	<p>Whether to publicly list the meetings scheduled by this user in the Cisco Unified MeetingPlace web user portal.</p> <p>Unless you hide the field on the web user portal, meeting schedulers can override this setting.</p> <p>Default: Group default (No)</p>
Show reservationless meetings in public listing	<p>Whether to publicly display reservationless meetings owned by this user in the web user portal.</p> <p>Default: Group default (Yes)</p>
Can host web meetings	<p>Whether to provide the Cisco WebEx web meeting room with audio and video, or an audio and video meeting room.</p> <ul style="list-style-type: none"> • Yes-Cisco WebEx web meeting room including audio and video

	<ul style="list-style-type: none"> • No-audio and video meeting only; no meeting room <p>Note: This field applies to both scheduled and reservationless meetings set up through the Cisco WebEx i</p> <p>Restriction: If the user is signed in when this field is modified, the previous setting applies until the user s and signs in again.</p> <p>Default: Group default (Yes)</p>
End of meeting announcement	<p>Whether the end-of-meeting announcement is played in meetings scheduled by this user.</p> <p>Default: Group default (No)</p>
Meeting extension announcement	<p>Whether meeting-extension announcements are played in meetings scheduled by this user.</p> <p>Default: Group default (No)</p>
Screened entry	<p>Whether screened entry is enabled in meetings scheduled by this user.</p> <p>Default: Group default (No)</p>
Disable roll call	<p>Whether to disable roll call in meetings scheduled by this user.</p> <p>Default: Group default (No)</p>
Allow Internet access	<p>Whether, by default, the meetings of this user will be scheduled on a Web Server in the DMZ.</p> <ul style="list-style-type: none"> • Yes-By default, meetings scheduled by this user are held on the Web Server in the DMZ and are a by anyone on the Internet or intranet. • No-By default, meetings scheduled by this user are held on the Web Server in the intranet and are by anyone on the intranet only. <p>Note: Users can change this value at schedule time and schedule web meetings on the Internet or intranet.</p> <p>Default: Group default (No)</p>
Reservationless allow Internet access	<p>Whether this user can host reservationless meetings on a Web Server in the DMZ.</p> <ul style="list-style-type: none"> • Yes-User can host reservationless web meetings that are accessible by anyone on the Internet or i • No-User can host reservationless web meetings for users on the intranet only. <p>Note: Users can change this value at schedule time and schedule web meetings on the Internet or intranet.</p> <p>Default: Group default (Yes)</p>
Video Preferences	
Available on the system	<p>List of video types available on the system. The list includes video types that are preconfigured on the sys the video types you added through the Add Video Type Page.</p>

	<p>Restriction: If Video usage is set to Can attend + host video meetings, the fields in the Video Preferences are available.</p>
Available to the user	<p>The video types listed in the Available to the user box appear in the web user portal.</p> <p>To add a video type that is listed in the Available on the system box to the Available to the user box, perform one of these actions:</p> <ul style="list-style-type: none"> • Highlight the video type, and select the arrow between the tables. • Double-click the video type. <p>You can remove a video type (except for the Group default) from the Available to the user table by double-clicking it or by clicking the left arrow. See Restrictions.</p> <p>You can change the order of the video types by selecting the up and down arrow keys. The video codec type at the top of the list is the default, and the system tries to use this one first.</p> <p>You can make the Group default video type available to the user profile if these conditions are met:</p> <ul style="list-style-type: none"> • If the User group for this user has Video usage set to Can attend + host video meetings on the Add User Group Page. • If the User profile for the user has Video usage set to Can attend + host video meetings on the Add User Profile Page. • The Group default type becomes the default for the user when it is the first entry in the Available to the user list. <p>Restrictions: You cannot remove the Group default video type from the list. If you do not want to use it, you can move it to the bottom of the list.</p> <p>Default: Group default</p>
Selected video type details	Displays details about the highlighted video type.
Notifications	
Priority	<p>Priority of email notifications for meetings scheduled by the user.</p> <p>Default: Group default (Normal)</p>
Send if meeting changes	<p>Whether email notifications are sent when the following parameters change for meetings scheduled by the user through Cisco Unified MeetingPlace:</p> <ul style="list-style-type: none"> • Date or time • Password • Meeting ID • List of invitees

	<p>Recommendations: Use a consistent setting across your user base. Also, avoid changing this setting once Cisco Unified MeetingPlace is in use because users might expect and rely on the current email notification behavior.</p> <p>Default: Group default (Yes)</p>
<p>Include invitee list when scheduled from web</p>	<p>Whether to include a list of invitees in email notifications for meetings that the user schedules from the Cisco Unified MeetingPlace web user portal.</p> <p>Note that a list of meeting invitees is <i>not</i> included in email notifications for meetings that are scheduled from Lotus Notes or the Microsoft Outlook calendar. Users can view the list of invitees through the Microsoft Outlook Scheduling tab.</p> <p>Default: Group default (Yes)</p>
<p>Include meeting password</p>	<p>Whether the meeting password (if any) is included in email notifications for meetings scheduled by the user.</p> <p>Default: Group default (No)</p>
<p>Flex Fields</p> <p>If profile flex fields are configured, they appear in this area. See the Configuring Flex Fields for Cisco Unified MeetingPlace module.</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, 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, you might need to include a 9 and the complete phone number including the area code.

Related Topics

- [Configuring User Profiles and User Groups for Cisco Unified MeetingPlace](#) module
- [Configuring Meetings for Cisco Unified MeetingPlace](#) module
- [Configuring Audio and Video Recordings for Cisco Unified MeetingPlace](#) module
- [Integrating Cisco Unified MeetingPlace with Cisco WebEx](#) module
- [Securing the Cisco Unified MeetingPlace System](#) module
- [Configuring Dial-Out Features for Cisco Unified MeetingPlace](#) module
- [Configuring Flex Fields for Cisco Unified MeetingPlace](#) module
- [Configuring Reservationless Single Number Access \(RSNA\) for Cisco Unified MeetingPlace](#) module

Reference Information about User Profile Fields

- [About User Types](#)
- [About Time Zones](#)

About User Types

The Type of user field in each user profile determines the user privileges and capabilities in Cisco Unified MeetingPlace. See Table: Types of Users.

Table: Types of Users

<u>Type of user</u>	<u>Description</u>
End user	<ul style="list-style-type: none"> • Can schedule and control meetings, attend meetings to which they have been invited, attend any publicly listed meeting, and modify preferences in their own user profiles. • Cannot access the Administration Center or MeetingPlace Conference Manager.
Delegate	<ul style="list-style-type: none"> • Can view, reschedule, end, or delete meetings on behalf of users whose user profiles specify that delegate in the <u>User ID of delegate</u> field. • Can change the permissions of invitees for meetings owned by users whose user profiles specify that delegate in the <u>User ID of delegate</u> field. • Cannot <i>schedule</i> meetings on behalf of other users, even those whose user profiles specify that delegate in the <u>User ID of delegate</u> field. • Cannot access the Administration Center or MeetingPlace Conference Manager. <p>Note: (Microsoft Outlook front-end integration) Specifying the <u>User ID of delegate</u> in a Cisco Unified MeetingPlace user profile does <i>not</i> automatically enable Microsoft Outlook delegation. You need to separately add assign delegates from the Microsoft Outlook client. For details see <u>Prerequisites for Scheduling From Microsoft Outlook</u> in the <u>Enabling Cisco Unified MeetingPlace Scheduling from Microsoft Outlook</u>.</p>
Attendant	<ul style="list-style-type: none"> • Can view, schedule, reschedule, end, and delete meetings on behalf of all users. • Has limited access to the Administration Center, depending on the configured <u>Attendant Privileges</u> on the <u>Usage Configuration Page</u>. • Can download and use MeetingPlace Conference Manager, though capabilities are affected by the <u>Attendant Privileges</u> on the <u>Usage Configuration Page</u>.
System administrator	<ul style="list-style-type: none"> • Can join <i>any</i> meeting, even if the maximum number of ports per meeting are in use, as long as floater ports are available. Can join password-protected meetings without the meeting password, even if uninvited. • Can view, schedule, reschedule, end, and delete meetings on behalf of all users. • Has full access to the Administration Center. • Can download and use MeetingPlace Conference Manager. <p>Restriction: The preconfigured <i>admin</i> profile provides access only to the Administration Center on the Application Server. It does not provide access to the Web Administration on the Web Server.</p>

Related Topics

- [Add User Group Page](#)
- [Add User Profile Page](#)
- [Configuring Attendant Privileges](#) in the [Configuring Attendant Settings for Cisco Unified MeetingPlace](#) module
- [Using MeetingPlace Conference Manager](#) module

About Time Zones

Each user profile has a [Time zone](#) setting. Things you should know about time zones in Cisco Unified MeetingPlace:

- After you install Cisco Unified MeetingPlace Release 8.0, it assigns a special attribute to any scheduled meeting. This attribute is the time requested by the scheduler in their local time zone along with the time zone; for example, "12/10/2009 3:00 PM America/Los_Angeles."

When you perform a daylight saving or time zone (DST/TZ) update on the Application Server, meetings with this special attribute are automatically changed according to the new DST/TZ definition if the user profile of the scheduler is in the time zone that had the DST/TZ update. However, meetings that were scheduled before you installed Cisco Unified MeetingPlace Release 8.0 do not have this attribute and are not automatically changed when you perform a DST/TZ update. The system sends email notifications for meetings that were originally scheduled through the Lotus Notes or Microsoft Outlook interface to the scheduler. The notifications inform the schedulers that their meetings are affected by DST and that they need to delete and reschedule the affected meetings. For meetings that are impacted by DST and that were originally scheduled through the web user portal or through MeetingPlace Conference Manager, the system sends an update notification to the scheduler and to all other invitees in the meeting. Note that meetings scheduled by users configured to use "local time" are not updated (as described next).

- Do not use the default "Local time of Cisco Unified MeetingPlace server," which is configured during installation and can be modified at any time through the CLI of the Application Server. Instead, set this field to a specific time zone.
- For each meeting, Cisco Unified MeetingPlace accepts and reports the start time in the time zone of the meeting scheduler.
- All email notifications use the time zone of the meeting scheduler, even those that are sent to invitees in different time zones.
- On the Find Meeting and Meeting Details pages in the web user portal, the meeting times appear in the time zone of the user who is signed into the web user portal.
- All instances of recurring meetings take place at the same time of day in the time zone configured in the user profile of the meeting scheduler. Meeting invitees must adjust for time zone differences. Remember that some locations, such as Arizona, do not use daylight saving time.
- Time zones for users and groups are not retained after migration.
- You download time-zone tables from Cisco.com.
 - ◆ Load the Linux time-zone update on the Cisco Unified MeetingPlace Application server so that correct times are sent in email notifications.
 - ◆ For clients running MeetingPlace Conference Manager, load the time-zone update provided by Sun Microsystems so that meeting times are displayed correctly in MeetingPlace Conference Manager after a time-zone rule change.

Note: After installing the time-zone updates on the Application Server, you must restart this server.

Related Topics

- [Add User Group Page](#)
- [Add User Profile Page](#)
- [Troubleshooting Time and Time Zone Issues for Cisco Unified MeetingPlace module](#)
- [Configuring Time and Time Zones for Cisco Unified MeetingPlace module](#)

Add Video Terminal Profile Page

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

Table: 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 these actions:</p> <ul style="list-style-type: none"> • If multiple video terminals are required for a meeting, the meeting scheduler might want to invite video terminals that have the same Method of attending. • If the Method of attending is set to Have terminal call in, the meeting scheduler might 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 might appear. Therefore, make sure that you use concise video terminal names.</p>
Endpoint E.164 number	<p>Phone number (1) for the system to dial out to the video endpoint.</p> <p>Restriction: Only these characters are allowed: (),-, and 0-9.</p>
Group name	<p>Name of user group to which this VTP (2) belongs.</p> <p>Default: System</p>
Email address	<p>Where to send email 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>

	<p><u>Profiles from Microsoft Outlook</u> in the <u>Configuring Endpoints for Cisco Unified MeetingPlace</u> module.</p> <p>For format requirements, see the <u>Email 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 for dial-out calls	<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 Method of attending field is set to Dial out to terminal at meeting start.</p> <p>Recommendation: Select Yes if any of these statements are true:</p> <ul style="list-style-type: none"> • You want to configure the VTP for <u>Direct-to-Meeting Mode for Invited Terminals</u>. • The video terminal is incapable of using the TUI. • Your users are not proficient with this video terminal. <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) Dial out to terminal at meeting start-System dials out to the video terminal at meeting start. Use this setting for <u>Direct-to-Meeting Mode for Invited Terminals</u>. • Have terminal call in-Video terminal can join meetings in any of the these 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 can perform this task. This is the <u>Alternative to Direct-to-Meeting Mode for Invited Terminals</u>. ◆ User calls into the meeting from this video terminal. ◆ Meeting participant dials out to the phone number (Endpoint E.164 number) 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 can perform this task. <p>Restriction: Some video terminals might not successfully negotiate video unless one of the recommended options are used.</p> <p>Default: Have user call in</p>

Video terminal codec	<p>This option is available only when the <u>Type of media server</u> is set to Hardware Media Server.</p> <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:</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 Video terminal codec in the VTP associated with the originally connected phone or terminal, not the terminal that is transferred. • H.261 is available only when a meeting is using the High Rate video type. If a meeting is using the Standard Rate video type and a video with Video terminal codec is set to H.261, this video terminal uses H.263 instead. <p>Default: H.264</p>
Notifications	
Can receive notifications	<p>Whether to send email notifications to the <u>Email 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 email notification behavior.</p> <p>Default: Group default (Yes)</p>
Receive attachments	<p>Whether to include attachments in email notifications sent to the <u>Email 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, 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, you might need to include a 9 and the complete phone number including the area code.

Footnote 2: VTP = video terminal profile

Related Topics

- [Video Terminal Profiles Page](#)
- [Adding or Editing a Video Terminal Profile in the Configuring Endpoints for Cisco Unified MeetingPlace](#) module

Add Video Type Page

To find this page, select **System Configuration > Video Type Management > Add New** or select **System Configuration > Video Type Management** and select **Edit** next to the video type that you want to modify.

You make these video types available to users through [Video Preferences](#) on the [Add User Profile Page](#) and the [Add User Group Page](#). Users are required to select a video format when they schedule a meeting.

Table: Field Reference: Add Video Type Page and Edit Video Type Page

Field	Description
Video format name	<p>Name of this video format. This name appears on the user configuration pages and must be unique.</p> <p>For details about these video formats and the user experience, see the <i>Planning Guide for Cisco Unified MeetingPlace</i>.</p>
Video mode	<p>Select a video mode from the list.</p> <p>When the Type of media server is set to Express Media Server, these preconfigured video modes are available:</p> <ul style="list-style-type: none"> • H.263 • Mobile • Compatibility • High Quality • HD <p>When the Type of media server is set to Hardware Media Server, these preconfigured video modes are available:</p> <ul style="list-style-type: none"> • Standard Rate • High Rate <p>Restrictions:</p> <ul style="list-style-type: none"> • When the Type of media server is set to Express Media Server, use this page to add a new video type. You can modify only the video types that you add to the system. You cannot modify the preconfigured ones.

	<ul style="list-style-type: none"> • When the <u>Type of media server</u> is set to Hardware Media Server, you cannot modify preconfigured video types or create new video types. <p>Default:</p> <ul style="list-style-type: none"> • Compatibility (when the <u>Type of media server</u> is set to Express Media Server) • Standard Rate (when the <u>Type of media server</u> is set to Hardware Media Server)
Minimum bit rate (kbps)	<p>The minimum video bit rate that will be assigned to meetings using the selected format. The minimum rate is determined by the Video mode selected.</p> <p>This is used to prevent endpoints from establishing a video session with a low bit rate that could degrade the quality of the meeting. If the video endpoint cannot meet the minimum bit rate, the system treats it as an audio-only endpoint.</p> <p>Default: depends on the Video mode selected</p>
Maximum bit rate (kbps)	<p>The maximum bit rate at which a video caller can connect to the system. The maximum rate is determined by the Video mode selected.</p> <p>If you allocate more bandwidth, the user requires more SRUs.</p> <p>Meeting participants cannot join at a rate higher than the value of this field. If a participant joins at a rate lower than the value of the maximum bit rate, the system retains the additional SRUs allowing additional participants to join the meeting.</p> <p>Only signaled rates are taken into account. Flow-controlled bit rates are not taken into account. For example, if a meeting was scheduled with a maximum bit rate of 768 kbps, and a caller joins at that rate and the system later sets the flow to a lower rate, the unused capacity is not returned to the system.</p> <p>Restriction: The maximum bandwidth of video calls can also be limited by the following settings, the lowest of which is enforced:</p> <ul style="list-style-type: none"> • Video Call Bandwidth region parameter in Cisco Unified Communications Manager. See Configuring the Maximum Video Call Bandwidth in Cisco Unified Communications Manager in the Integrating Cisco Unified MeetingPlace with Cisco Unified Communications Manager module. • Bandwidth capabilities and configurations of the video endpoints. <p>Default: depends on the Video mode selected</p>
Note	<p>Section for notes about this video; for example, under which conditions it should be used.</p> <p>Restriction: This field is not available when the <u>Type of media server</u> is set to Hardware Media Server.</p>

Table: Field Reference: Add Video Type Page and Edit Video Type Page

	Default: Blank
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Related Topics

- [Video Type Management Page](#)
- [Configuring Meetings for Cisco Unified MeetingPlace](#) module
- [Planning Guide for Cisco Unified MeetingPlace](#) at http://www.cisco.com/en/US/products/sw/ps5664/ps5669/products_implementation_design_guides_list.html

Alarms Page

Use this page to display the [Alarm Table](#) and clear alarms. To find this page, select **Services > Alarms**.

Table: Field Reference: Alarms Page

Field	Description
Severity	Magnitude of the alarm. Can be major or minor.
Code	Exception code.
Count	Number of alarms that were combined into the one table entry.
First Time	When the alarm was first added to the Alarm Table , not including any alarms that were previously cleared.
Last Time	When the most recent alarm occurred for this table entry.
Unit	Unit number reporting the alarm. <ul style="list-style-type: none"> • This is always 0 for alarms generated within the Application Server. • For alarms that are reported through the Cisco Unified MeetingPlace Gateway System Integrity Manager (Gateway SIM), this is the unit number used by Gateway SIM to identify the device.
Software Module	Number that identifies a specific software module.

Note: The brief description for the [Alarm Table](#) entry might contain values that are specific to one alarm occurrence, such as an IP address. These values might differ in all alarms that are combined into one table entry, but only the values for the *first* alarm are displayed. To see the individual alarms, view the [Exception Log](#).

Related Topics

- [Using Alarms and Logs on Cisco Unified MeetingPlace](#) module
- [Alarm and Exception Code Reference for Cisco Unified MeetingPlace](#) at http://www.cisco.com/en/US/products/sw/ps5664/ps5669/prod_technical_reference_list.html
- [Module Numbers](#) in the [Using Alarms and Logs on Cisco Unified MeetingPlace](#) module

Auto Attend Translation Configuration Page

Use this page to define Automatic Number Identification (ANI) translation rules for the auto attend feature. These translation rules enable the system to match different ANI formats to the phone numbers in user profiles.

To find this page, select **System Configuration > Call Configuration > Auto Attend Translation Configuration**.

Table: Navigation Reference: Auto Attend Translation Configuration Page

To	Do This
Sort by number of digits to match, string to match, or string to replace with	Select the Digits to match , Match string , or Replace by column heading.
Change the alphanumeric sort order to ascending or descending	Select the column heading to change the arrow direction: <ul style="list-style-type: none"> • Down arrow-ascending sort • Up arrow-descending sort
Display a shorter or longer list of auto attend translation rules in one view	At the bottom of the page, in the Rows per page field, select the number of entries to display.
Display a different page of auto attend translation rules	At the bottom of the page, perform one of these actions: <ul style="list-style-type: none"> • In the Go field, enter the page number to display, and select Go. • Select the arrows to page through the list.
Edit an existing auto attend translation rule	Select edit in the same row as the auto attend translation rule.
Create a new auto attend translation rule	Select Add New .
Delete one or more auto attend translation rule	Check the appropriate check boxes in the far left column, and select Delete Selected . Restriction: You cannot delete the preconfigured translation rule, in which the <u>Digits to match</u> field is set to 0. The check box is dimmed for the preconfigured auto attend translation rule.

Related Topics

- [Configuring the Auto Attend Feature for Cisco Unified MeetingPlace module](#)
- [Add Translation Rule Page](#)

Backup and Archive Page

Use this page to configure automatic system backups and archiving. To find this page, select **Maintenance > Backup and Archive**.

Table: Field Reference: Backup and Archive Page

Field	Description
Enable automatic backup	Default: Yes
Enable automatic archiving	Whether to automatically archive the database after a backup. Default: No
Archiving method	Whether to enable archiving through FTP or SSH/rsync. Default: Remote (SSH/rsync)
Pathname location of archive	Directory in which the archived database is saved. Requirement: Include a leading slash before the directory name. Example: /folder_name
Remote archive host	Host name or IP address of the remote server to which the files are archived.
Remote host user ID	User ID and password to authenticate to the remote server.
Remote host password	Requirement: Use an account that has the privileges to create, access, and write to directories.
Notification email	Email address to which the system sends archive execution status.

Related Topics

- [Backing Up, Archiving, and Restoring Data on the Cisco Unified MeetingPlace Application Server module](#)

Billing Report Page

The Billing Report page provides billing information for all meetings held in the specified date range. To find this page, select **Reports > Billing Report**.

Table: Field Reference and Output Field Reference: Billing Report Page

Field	Description
Report type	Output format, either text or HTML.
Destination	Output destination. For restrictions and recommendations for each option, see Reports and Exported Data in the Running Reports and Exporting Data from Cisco Unified MeetingPlace module.
Billing code	See Billing code .
Start date	Default: yesterday (mm/dd/yyyy)
End date	Default: today (mm/dd/yyyy)

Billing rate (voice)	Billing rate, in cents, used to calculate the usage cost for voice meetings. Default: 20
Billing rate (video)	Billing rate, in cents, used to calculate the usage cost for video meetings. Default: 20
Check Boxes and Output Fields	
Show all fields	Displays all fields in the report output. Unchecking this clears all check boxes, except Billing code , Owner ID, and Meeting ID.
Billing code	<i>Display only.</i> See Billing code .
Owner ID	<i>Display only.</i> User ID of the meeting owner.
Owner name	Last name and First name of the meeting owner.
Date/time	Date and time the meeting started.
Meeting ID	<i>Display only.</i> Meeting ID, which uniquely identifies the meeting.
Voice minutes	Number of minutes used for all voice meetings.
Voice cost	Cost of all voice meetings. Calculated by multiplying the Voice minutes output field by the value configured in the Billing rate (voice) field.
Video minutes	Number of minutes used for all video meetings.
Video cost	Cost of all video meetings. Calculated by multiplying the Video minutes output field by the value configured in the Billing rate (video) field.
Total cost	Sum of the Voice cost and Video cost.
Additional Output Fields	
Total Meeting Stats User <User ID>	Total sum of the following fields for the specified user: <ul style="list-style-type: none"> • Voice minutes • Voice cost • Video minutes • Video cost • Total cost
Total Meetings for User <User ID>	Total number of meetings billed to the specified user.
Total Meeting Stats for Bill Code <Billing Code>	Sum of the following fields for all users assigned to the specified billing code: <ul style="list-style-type: none"> • Voice minutes • Voice cost • Video minutes • Video cost • Total cost
Total Meetings for Bill Code <Billing Code>	Total number of meetings billed to this billing code.

Related Topics

- [Running Reports and Exporting Data from Cisco Unified MeetingPlace module](#)

Call Configuration Page

Use this page to perform these tasks:

- [Configuring Call Control for Cisco Unified MeetingPlace module](#)
- [Configuring Ad-Hoc Conferencing for Cisco Unified MeetingPlace module](#)
- [Configuring Parameters that Affect Sound and Video Quality module](#)
- [Configuring the Auto Attend Feature for Cisco Unified MeetingPlace module](#)

Cisco WebEx Certificate Page

Use this page to create a certificate and upload it to the Cisco WebEx Site Administration. To find this page, select **System Configuration > Cisco WebEx Configuration > Cisco WebEx Certificate**.

Table: Field Reference: Cisco WebEx Certificate

Field	Description
Certificate location	<p>Select this link to save a local copy of the certificate.</p> <p>If the directory path is not an active link, then you have not yet created the certificate. See Creating and Uploading the Cisco WebEx Certificate in the Integrating Cisco Unified MeetingPlace with Cisco WebEx module.</p>
Cisco WebEx Site Administration URL	<p>Use this URL to upload the certificate to the Cisco WebEx Site Administration.</p> <p>If no link appears, you first need to configure the fields on the Cisco WebEx Site and Server Page.</p> <p>If selecting the link results in one of the following errors, then complete Setting Up the Cisco Unified MeetingPlace Administrator Profile on the Cisco WebEx Site in the Integrating Cisco Unified MeetingPlace with Cisco WebEx module:</p> <ul style="list-style-type: none"> • ♦ SSO Error -1. • ♦ Cannot create account. Contact your administrator. Error -32.
Create Certificate	<p>Creates a new certificate and saves it to the stated Certificate location.</p> <p>Restriction: If you create a certificate when one is already in place, you will block further user access to Cisco WebEx through Cisco Unified MeetingPlace. You must upload the new certificate to the Cisco WebEx Site Administration to re-enable user</p>

	access.
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Related Topics

- [Creating and Uploading the Cisco WebEx Certificate](#) in the [Integrating Cisco Unified MeetingPlace with Cisco WebEx](#) module

Cisco WebEx Site and Server Page

To find this page, select **System Configuration > Cisco WebEx Configuration > Cisco WebEx Site and Server**.

Table: Field Reference: Cisco WebEx Site and Server Page

Field	Description
Conference scheduling	<p>Determines whether your system uses Cisco WebEx web conferencing. If yes, then also determines whether users will schedule meetings from the Cisco WebEx site or from the Cisco Unified MeetingPlace web user portal.</p> <p>The value of this field determines which other fields appear on this page.</p> <p>Restriction: Changes to this field take effect only after you perform these steps:</p> <ol style="list-style-type: none"> 1. Select Save. 2. Select the Restart Cisco WebEx Adapter or Reset TSP Connection button. 3. If your deployment includes a Cisco Unified MeetingPlace Web Server: <ol style="list-style-type: none"> 1. Wait 10 minutes for the system to transfer the configuration to the Web Server. 2. Restart the Web Master Service service on the Web Server. See the Stopping, Starting, or

	<p>Restarting the Cisco Unified MeetingPlace Web Master Service module.</p> <p>Default: Audio/video only-schedule from Cisco Unified MeetingPlace</p> <p>Note: When you reconfigure your deployment from Audio/video only to a WebEx-managed deployment, automatic recording is still configured regardless of user profile settings.</p>	
<p>Cisco WebEx site ID</p> <p>Cisco WebEx site name</p> <p>Cisco WebEx partner ID</p>	<p>Cisco WebEx site parameters provided by your Cisco WebEx administrator.</p> <p>The Cisco WebEx site name identifies your organization and becomes part of the URL for your Cisco WebEx site. Enter the company site name only, do not enter the "webex.com" this is appended automatically for communications.</p>	<p>Enter the password that you assigned to the Cisco Unified MeetingPlace administrator profile on the Cisco WebEx site.</p> <p>See Setting Up the Cisco Unified MeetingPlace Administrator Profile on the Cisco WebEx Site in the Integrating Cisco Unified MeetingPlace with Cisco WebEx module.</p> <p>Cisco Unified MeetingPlace uses this password to connect to the Cisco WebEx site to perform administrative tasks, such as importing certificates or user profiles.</p>
Cisco WebEx site version	<i>Display only.</i> Cisco WebEx release number.	
<p>Proxy configuration required (SOCKS Proxy only supported, not HTTP proxy)</p> <p>Proxy server hostname</p> <p>Proxy server port</p>	<p>Provided by your network administrator.</p> <p>Proxy servers are often used with firewalls.</p> <p>Requirement: If you modify these fields after the connection with Cisco WebEx is already established, you must select the Restart Cisco WebEx Adapter button.</p>	

Table: Field Reference: Cisco WebEx Site and Server Page

	<p>Caution! This button causes the system to drop all Cisco WebEx meetings that are active.</p>
Cisco WebEx adapter status	<p><i>Display only.</i> Whether or not the adapter process is running.</p>
Reset TSP Connection	<p>Establishes or resets the telephony connection between Cisco Unified MeetingPlace and Cisco WebEx.</p> <p>Updates the TSP primary host and TSP secondary host configuration from the Cisco WebEx site and then restarts the adapter.</p> <p>Caution! This button causes the system to drop all Cisco WebEx meetings that are active.</p>
Restart Cisco WebEx Adapter	<p>Restarts the adapter using the existing configuration for the TSP primary host and TSP secondary host.</p> <p>Use this button only if requested by Cisco TAC, by your Cisco WebEx service administrator, or after you modify these fields:</p> <ul style="list-style-type: none"> • Conference scheduling • Proxy configuration required • Proxy server hostname • Proxy server port <p>Caution! This button causes the system to drop all Cisco WebEx meetings that are active.</p>

Related Topics

- [Integrating Cisco Unified MeetingPlace with Cisco WebEx module](#)

Community Strings Page

To find this page, select **Maintenance > SNMP > Community Strings**.

Table: Fields Reference: Community Strings Page

Field	Description
Community string name	

Related Topics

	The name of the SNMP community string. Select the underlined name of the SNMP community string to edit it.
Access privileges	<p>The level of access for this SNMP community string. Access privileges provide security by restricting the ability to alter the Cisco Unified MeetingPlace system.</p> <p>Allowable access privileges for the community strings are:</p> <ul style="list-style-type: none"> • Read only • Read write • Read write notify • Notify only • None

Related Topics

- [Adding or Editing SNMP Community Strings](#) in the [Configuring SNMP on the Cisco Unified MeetingPlace Application Server](#) module
- [Displaying or Deleting SNMP Community Strings](#) in the [Configuring SNMP on the Cisco Unified MeetingPlace Application Server](#) module

Configure Logging Levels Page

Use this page to define log levels for the Cisco Unified MeetingPlace web applications and for the Media Server. The system collects messages for the specified log level and all the levels below it. The higher the log level you specify, the more information is collected. Debug is the highest log level.

To find this page, select **Services > Logs > Configure Logging Levels**.

Caution! Increasing log levels can severely decrease system performance and even freeze Cisco Unified MeetingPlace. Only change the log levels if Cisco TAC requests that you change them.

Table: Field Reference: Configure Logging Levels Page

Field	Description
Web Applications	
Root	<p>Main web application consisting of the Cisco Unified MeetingPlace web user portal and the Administration Center.</p> <p>Default: Info</p>
RCMS	<p>MailService used for creating and sending all back-end e-mail notifications (SMTP and Exchange integration) for meetings, alarms, backup and archiving; also used for generating reports.</p> <p>Default: Info</p>

Outlook Web	Microsoft Outlook plug-in (running on client) connects to this web application (running on the server) and uses it to schedule and view meetings from Microsoft Outlook. Default: Info
IpPhone	Cisco Unified IP Phone interface used for scheduling and viewing meetings. Default: Debug
Web Services	Used for various external integrations, for example, Cisco Unity Connection. Default: Info
Web Services 7.0.2	Used for older releases of web services for various external integration of clients developed for Cisco Unified MeetingPlace Release 7.0.2. Default: Info
Web Services 8.0	Used for older releases of web services for various external integration of clients developed for Cisco Unified MeetingPlace Release 8.0 Default: Info
Media Server (available only when the <u>Type of media server</u> is set to Hardware Media Server)	
Media Server Administration logging level	Component responsible for communication with SIP back-to-back user agent (B2BUA) and the hardware MCU. Default: Info
SIP B2BUA logging level	Component that handles the SIP communication. Default: Warn
Enable phone keypad input logging	Enables (or disables) the Media Server administrator to log the DTMF digits. Default: Yes

Related Topics

- [How to Configure Logging Levels in the Using Alarms and Logs on Cisco Unified MeetingPlace module](#)

Custom Prompts Page

Use this page to add custom voice prompts to the Cisco Unified MeetingPlace database. To find this page, select **Maintenance > Custom Prompts**.

- [Table: Field Reference: Custom Prompts Page](#)

- [Table: Navigation Reference: Custom Prompts Page](#)

Table: Field Reference: Custom Prompts Page

Field	Description
Disable music	Select Yes to disable (or No to enable) music, and select Save . Default: No
Language	Select the language of the custom prompt that you will upload. Default: English (US)
File to upload	Browse to the custom voice prompt file that you want to add.
Upload File	Select this button after you specify the language and voice prompt file.

Table: Navigation Reference: Custom Prompts Page

To	Do This
Display a shorter or longer list of entries in one view	At the bottom of the page, in the Rows per page field, select the number of entries to display.
Change the alphanumeric sort order to ascending or descending	Select the column heading to change the arrow direction: <ul style="list-style-type: none"> • Down arrow-ascending sort • Up arrow-descending sort
Display a different page of entries	At the bottom of the page, perform one of these actions: <ul style="list-style-type: none"> • In the Go field, enter the page number to display, and select Go. • Select the arrows to page through the list.
Delete entries	Check the appropriate check boxes in the far left column, and select Delete Selected .

Related Topics

- [Customizing Music and Voice Prompts for Cisco Unified MeetingPlace module](#)

Customize Outlook Interface

To find this Administration Center page, select **System Configuration > Customize Outlook Interface**.

Note: This page appears only when the msft_int license is installed.

Table: Field Reference: Customize Outlook Interface

Field	Definition
Language	<p>Specifies which scheduling form to modify. The system has a separate scheduling form for each language.</p> <p>Recommendation: Use consistent customizations for all languages on your system.</p> <p>Default: Value of the <u>Language 1</u> field on the <u>Usage Configuration Page</u>.</p>
Field Name	<p>Default field labels for scheduling form.</p> <ul style="list-style-type: none"> • Meeting ID • Subject • Number of Participants • List meeting publicly • Meeting password • Billing code • Language • Who can attend • Entry announcement • Exit announcement • Servers • Web meeting room access • No external web participants • Allow external web participants
Custom Label	Customized field label for scheduling form.
Enabled	Whether to show (Yes) or hide (No) the field on the scheduling form.
Default Enabled	Default value of the Enabled field.
Save	<p>Saves the settings for the scheduling form specific to the selected Language.</p> <p>Recommendation: Use consistent customizations for all languages on your system by making similar changes for each Language option.</p>

Related Topics

- [Customizing the Cisco Unified MeetingPlace Scheduling Form for Microsoft Outlook in the Enabling Cisco Unified MeetingPlace Scheduling from Microsoft Outlook module](#)