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## How to Configure Video Terminal Profiles

- [Video Terminal Profiles](#)
- [Requirements for Inviting Video Terminal Profiles from Microsoft Outlook](#)
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- [Adding or Editing a Video Terminal Profile](#)
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## Video Terminal Profiles

You can configure video terminal profiles (VTPs) for conference room video systems and other video systems that may or may not be shared by multiple users. These profiles serve several distinct purposes:

- When scheduling video meetings through the web user portal, users with video-scheduling capabilities can view the availability of video terminals and can reserve one or more video terminals for the meeting. Meeting notifications list the invited video terminals.
- You may configure a VTP so that, when invited, Cisco Unified MeetingPlace will automatically dial out to the terminal at the start of the meeting. You may further configure the VTP to skip all prompts, so that no keypad input from the terminal, other than answering the call, is required to bring the terminal into the meeting.
- Many non-Cisco video terminals are incapable, for a variety of reasons, of negotiating normal entry to a Cisco Unified MeetingPlace meeting. You can set a VTP so Cisco Unified MeetingPlace will dial out to the terminal and skip all prompts. This avoids most of the complex interactions which break these negotiations. This "direct-to-meeting" mechanism allows Cisco Unified MeetingPlace to be compatible with many video terminals that are otherwise incapable of entry.
- If a video terminal requires a codec other than H.264, specifically H.263 or H.261, the VTP can be set to specify which codec Cisco Unified MeetingPlace should offer the video terminal.
- When Cisco Unified MeetingPlace dials out to a video terminal as a result of a web-initiated command (for example, from the Cisco WebEx Meeting Center client), if the dialed number matches a video terminal profile then (a) the codec specified in the VTP will be used and (b) video will be offered at the start of the call instead of later, at meeting entry. This causes the "direct-to-meeting" mechanism to be used when dialing out by command of a web interface, in addition to when terminals are invited at schedule time.
- When dialing into Cisco Unified MeetingPlace from a video terminal, if the calling party phone number matches a VTP, the video codec set in that VTP will be offered to the terminal at the time of meeting entry.
- Cisco Unified MeetingPlace is capable of sending and receiving video streams at 4CIF resolution if the terminal is capable of displaying it, the connection is negotiated to use the H.263 video codec, and the Cisco Unified MeetingPlace system is configured for high rate video mode. A VTP is required to tell Cisco Unified MeetingPlace to use H.263 instead of the default H.264.

VTPs are not associated with user profiles. Individual users can have video endpoints, but such endpoints are not considered video terminals.

**Note:** VTPs do not support the #3 outdial feature. This is because VTPs are not associated with user profiles. Individual users can have video endpoints, but such endpoints are not considered video terminals. VTPs are specifically meant for interoperating with certain kinds of video endpoints to bring in terminals that are either unable to escalate video or need to be offered video upfront. As a result, they have limited feature capabilities.

For information about supported endpoints, see the *Compatibility Matrix for Cisco Unified MeetingPlace* at [http://docwiki.cisco.com/wiki/Cisco Unified MeetingPlace Release 8.0 -- Compatibility Matrix for Cisco Unified M](http://docwiki.cisco.com/wiki/Cisco_Unified_MeetingPlace_Release_8.0_--_Compatibility_Matrix_for_Cisco_Unified_M)

#### Related Topics

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

## Requirements for Inviting Video Terminal Profiles from Microsoft Outlook

To enable users to invite a video terminal from the Cisco Unified MeetingPlace scheduling tab in Microsoft Outlook, you need to do the following:

- In Microsoft Exchange (Active Directory), create a user profile for the video terminal that includes a valid email address.
- In Cisco Unified MeetingPlace, create a video terminal profile:
  - ◆ Use the same Email address that is in the Microsoft Exchange user profile.
  - ◆ Enter the correct Endpoint E.164 number for the video terminal.
  - ◆ Set the Method of attending to **Dial out to terminal at meeting start**.
- Train your users to invite video terminals in the same way that they invite other Microsoft Exchange-profiled users.

We recommend that you standardize the names and email addresses that you use for video terminals, and publish or communicate this information to your users.

**Note:** Inviting a video terminal from Microsoft Outlook does *not* reserve the resource on Cisco Unified MeetingPlace. To prevent video terminals from being double-booked, we recommend that you configure Microsoft Exchange to enable the video terminals to automatically accept and decline meeting requests, similar to conference room reservations.

#### Related Topics

- [Adding or Editing a Video Terminal Profile](#)
- [Table: Field Reference: Add Video Terminal Profile Page and Edit Video Terminal Profile Page in the Administration Center Page References for Cisco Unified MeetingPlace \(A - C pages\)](#)
- [Enabling Cisco Unified MeetingPlace Scheduling from Microsoft Outlook](#) module

## Recommended Methods for Using Video Terminal Profiles

- [Direct-to-Meeting Mode for Invited Terminals](#)
- [Alternative to Direct-to-Meeting Mode for Invited Terminals](#)
- [Mode for Personal Video Terminals](#)

### Direct-to-Meeting Mode for Invited Terminals

Direct-to-meeting mode refers to the recommended method of using a video terminal that enables consistent video negotiation, specifically:

1. You configure the VTP as follows:
  1. Set the Method of attending field to **Dial out to terminal at meeting start**.

**Note:** For reservationless meetings, the system does *not* dial out to terminals, even if invited.

2. Set the Skip meeting entry voice prompts for dial-out calls field to **Yes**.
2. For each meeting to which the video terminal is invited, the system dials out to the video terminal when the meeting starts.

We recommend that you:

- Configure *shared* video terminals, such as those in conference rooms, for direct-to-meeting mode for convenient meeting entry and to ensure successful video negotiation.
- Configure *personal* video terminals, such as those on individual desktops, for direct-to-meeting mode only when required for compatibility. Cisco-brand video terminals do not require video terminal profiles for compatibility.
- Train your users to invite shared video terminals while scheduling meetings.
- Train your users how to reconnect any accidentally disconnected video terminals. If a video terminal cannot rejoin the meeting by calling in or by dialing out to the video terminal, a voice meeting participant (with dial-out privileges) can press **#33** to dial out to *all missing invitees*, including the video terminal.

#### Notes:

- A side effect of the direct-to-meeting mode is that Cisco Unified MeetingPlace will not ask for a password when dialing out to the video terminal, even if a password is required for the meeting. This is because some terminals which need direct-to-meeting for compatibility are not capable of entering a password. Consider whether this behavior is acceptable before you configure a VTP for direct-to-meeting mode.
- While the direct-to-meeting mode permits many otherwise incompatible terminals to join a Cisco Unified MeetingPlace meeting, some telephone user interface (TUI) features can cause connections with some finicky terminals to drop. These include entering a breakout session (**#1**), dialing out to another endpoint (**#31**), and exiting to the main menu (**#9**).

#### Related Topics

- [Video Terminal Profiles](#)
- [Recommended Methods for Using Video Terminal Profiles](#)
- [Adding or Editing a Video Terminal Profile](#)

#### Alternative to Direct-to-Meeting Mode for Invited Terminals

If you do not want to configure VTPs for Direct-to-Meeting Mode for Invited Terminals, but you still want to invite them to a meeting separate from inviting users, you and your users can instead use the following method to ensure successful video negotiation:

1. You set the Method of attending VTP field to "Have terminal call in."
2. For each meeting to which the video terminal is invited, a voice meeting participant (with dial-out privileges) dials out to the video terminal and to *all missing invitees* by pressing **#33**.

If an accidentally disconnected video terminal fails to rejoin a meeting either by calling in or by dialing out to the video terminal, a voice meeting participant (with dial-out privileges) can press **#33**

to reconnect to the video terminal.

If you choose this alternative method, we recommend that you:

- Train your users how to:
  - ◆ Invite video terminals while scheduling meetings.
  - ◆ Dial out to the video terminal by pressing **#33**.
- Configure each VTP with a Video terminal name that includes information about how to successfully connect to the video terminal. For example:
  - ◆ Sample1 Room (#33 calls missing invitees)
  - ◆ Sample2 Room (System calls at mtg start)

**Note:** At most, only the first 60 characters of the Video terminal name 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.

Using an informative Video terminal name can help meeting schedulers select video terminals appropriately for their meetings, but you must train them accordingly.

  - ◆ 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.

#### Related Topics

- [Video Terminal Profiles](#)
- [Recommended Methods for Using Video Terminal Profiles](#)
- [Adding or Editing a Video Terminal Profile](#)

#### Mode for Personal Video Terminals

The other recommended methods for using VTPs apply when Cisco Unified MeetingPlace dials out to an explicitly invited terminal, which is typically the case only for shared terminals. A VTP is also useful if a personal desktop terminal has special needs, such as:

- When dialing in from the terminal, you want to specify the video codec that will be offered to the terminal at meeting entry.
- When the dial-out call is triggered from a web interface, you want to specify the video codec and ensure that video will be offered at the beginning of the call. This ensures treatment much like the "direct-to-meeting" mode, which gives the best chance of interoperability.

When dialing in or out, the phone number of the terminal is checked against the VTP table. If there is a match, the special treatment is given to that terminal. Before checking for a match, the phone number is translated using the same tables as the Auto Attend feature.

## Related Topics

- [Configuring the Auto Attend Feature for Cisco Unified MeetingPlace module](#)
- [Video Terminal Profiles](#)
- [Recommended Methods for Using Video Terminal Profiles](#)
- [Adding or Editing a Video Terminal Profile](#)

## Adding or Editing a Video Terminal Profile

### Before You Begin

- To instead add or edit a batch of multiple video terminal profiles, see [Adding or Editing Video Terminal Profiles by Import](#) in the [Importing Data into Cisco Unified MeetingPlace](#) module.
- Create user groups before you create VTPs. The following settings can be inherited from the assigned user group:
  - ◆ Region
  - ◆ Time zone
  - ◆ All Notifications settings

This mechanism saves you from configuring those fields for individual video terminals. See [Adding or Editing a User Group Manually](#) in the [Configuring User Profiles and User Groups for Cisco Unified MeetingPlace](#) module.

- (For Microsoft Outlook integration) Read the [Requirements for Inviting Video Terminal Profiles from Microsoft Outlook](#).
- To verify that the video terminal is compatible with Cisco Unified MeetingPlace, see the *System Requirements for Cisco Unified MeetingPlace* at [http://docwiki.cisco.com/wiki/Cisco Unified MeetingPlace Release 8.0 -- System Requirements for Cisco U](http://docwiki.cisco.com/wiki/Cisco_Unified_MeetingPlace_Release_8.0_--_System_Requirements_for_Cisco_U)

### Restrictions

Some video terminals might not consistently negotiate video unless one of these options are used:

- [Direct-to-Meeting Mode for Invited Terminals](#)
- [Alternative to Direct-to-Meeting Mode for Invited Terminals](#)

### Procedure

1. Sign in to the Administration Center.
2. Select **User Configuration > Video Terminal Profiles**.
3. Select **Add New** or **Edit**.
4. Enter or change the values in the fields.

If you select the group default option in any field, the value that is inherited from the assigned user group appears in parentheses in that field.
5. Select **Save**.

## Related Topics

- [Table: Field Reference: Add Video Terminal Profile Page and Edit Video Terminal Profile Page in the Administration Center Page References for Cisco Unified MeetingPlace \(A - C pages\)](#)
- [How to Configure Video Terminal Profiles](#)
- [Enabling Cisco Unified MeetingPlace Scheduling from Microsoft Outlook module](#)
- [Replication Service in the Configuring the Cisco Unified MeetingPlace Web Server for Optimal Data Storage module](#)

## What To Do Next

Proceed to [Updating All Video Terminals](#) in the [Configuring the Cisco Unified MeetingPlace Web Server for Optimal Data Storage](#) module if any of these apply to you:

- You want a new VTP to be available immediately for meeting invitations.
- You want any modified VTP settings to take effect immediately.

Otherwise, any changes or additions you make will take effect after the next Replication Service update, which occurs nightly.

## Deleting a Video Terminal Profile

### Before You Begin

- To instead delete a batch of multiple video terminal profiles, see [Deleting Video Terminal Profiles by Import](#) in the [Importing Data into Cisco Unified MeetingPlace](#) module.
- Deleting video terminal profiles is an irreversible operation. Before you delete VTPs, consider creating a backup copy of the VTPs so that you can later retrieve the deleted video terminal profiles if necessary. Use one of these options:
  - ◆ [Backing Up, Archiving, and Restoring Data on the Cisco Unified MeetingPlace Application Server](#) module
  - ◆ [Exporting Video Terminal Profiles](#)

### Procedure

1. Sign in to the Administration Center.
2. Select **User Configuration > Video Terminal Profiles**.
3. Find the video terminal profile that you want to delete.
4. Check the check box in the same row as the video terminal profile that you want to delete. You can select multiple entries.

Make sure that you uncheck any check boxes for video terminal profiles that you want to keep in the Cisco Unified MeetingPlace database.
5. Select **Delete Selected**.
6. When the confirmation pop-up window appears, select **OK**.
7. Verify that the deleted VTP does not appear in the [Video Terminal Profiles Page](#).

#### Related Topics

- [Table: Navigation Reference: Video Terminal Profiles Page in the Administration Center Page References for Cisco Unified MeetingPlace \(U - W pages\)](#)
- [Configuring Endpoints for Cisco Unified MeetingPlace module](#)

## How to Configure Auto-Answer Devices

Auto-answer devices are audio or video endpoints that are incapable of entering the dual-tone multi-frequency (DTMF) signals that are required to use the telephone user interface (TUI). Many auto-answer devices automatically answer calls even when people are not present or using the device.

- [Configuring User Profiles for Auto-Answer Devices](#)
- [Modifying When the System Disconnects Auto-Answer Devices from Meetings](#)

## Configuring User Profiles for Auto-Answer Devices

To specify a user profile as an auto-answer device, enter the following exact text in the First name user profile field: **autoanswerdevice**

#### Related Topics

- [How to Configure User Profiles in the Configuring User Profiles and User Groups for Cisco Unified MeetingPlace module](#)
- [Modifying When the System Disconnects Auto-Answer Devices from Meetings](#)

## Modifying When the System Disconnects Auto-Answer Devices from Meetings

To prevent auto-answer devices from wasting system resources, Cisco Unified MeetingPlace automatically disconnects auto-answer devices from meetings. Perform this procedure to modify *when* auto-answer devices are disconnected from meetings.

#### Procedure

1. Sign in to the Administration Center.
2. Select **System Configuration > Meeting Configuration**.
3. Configure the following fields:
  - ◆ Meeting controls device-If your Cisco Unified MeetingPlace system is integrated with Cisco WebEx, then set this field to **Yes**. Otherwise, the Cisco WebEx audio recorder will not work.
  - ◆ Connected until meeting ends
  - ◆ Disconnect when all continuous meeting parties leave-Set this field to **Yes** if the previous two fields are also set to Yes. Otherwise, the system will never automatically disconnect auto-answer devices from continuous meetings.
4. (Optional) Modify the following fields which affect when auto-answer devices are disconnected and ports are released.



- ◆ Disconnect empty port (minutes)
  - ◆ Early meeting port release (minutes)
5. Select **Save**.

#### Related Topics

- [Table: Field Reference: Remote Server Configuration Page](#) in the [Administration Center Page References for Cisco Unified MeetingPlace \(R - S pages\)](#)
- [Table: Field Reference: Meeting Configuration Page](#) in the [Administration Center Page References for Cisco Unified MeetingPlace \(M - P pages\)](#)
- [Configuring the Cisco WebEx Audio Recorder](#) in the [Integrating Cisco Unified MeetingPlace with Cisco WebEx](#) module