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## Field Reference: Meeting Scheduling Page

Parameter	Description
Subject	A short description that distinguishes your meeting in Search results and meeting confirmation pages for users. If no subject is specified, the last name of the meeting scheduler populates this field.
Meeting ID	A number that allows the system to uniquely identify a meeting that is occurring at any particular time. The system can automatically assign meeting IDs, or you can assign a custom ID.
Start Time	The time you want your meeting to start. This is based on your time zone setting.
Duration	The duration of your meeting in minutes. The default maximum meeting length is 24 hours for voice meetings and 12 hours for web meetings. The minimum meeting length is 2 minutes.
On behalf of user	The user ID of the person for whom you are scheduling a meeting. <b>Note:</b> This field is available only to users who have Attendant or System Manager privileges.
Public	When checked, this meeting appears in the list of results when users use the Find Meeting feature on the Cisco Unified MeetingPlace web user portal.
Type	Your meeting type.  Personal-A meeting associated with your profile number that you can start right away. In Cisco Unified MeetingPlace, this is also referred to as a reservationless meeting.  Regular-The default meeting type set by your system administrator.
Category	An optional parameter that allows you to set your meeting within a specified category of meetings (for example, all Sales meetings or Crisis meetings). <b>Note:</b> This field is available only if your system administrator configured meeting categories.
Password	An optional password that you are setting for your meeting.  If you choose to protect a meeting with a password, all invitees must enter this password to access your meeting. If you do not require password protection, leave this field blank.
Billing code	

	If your company uses bill-backs, this field contains the number that is used to identify the group or department that should be billed for this meeting.
Audio ports	The number of audio ports to reserve for the meeting.
Enable video	When checked, video is enabled for the meeting.
Recurrence	Select the button to change the recurrence pattern.

## Field Reference: Meeting Recurrence Options

Frequency	Description
Once	This is not a recurring meeting.
Daily	This meeting occurs at the same time every day for a maximum of 200 days.
Weekly	This meeting occurs once per week at the same time and day of the week.
Monthly	This meeting occurs once per month on a particular date or day of the week.
Continuous	<p>This meeting is always available. It has no end time or date.</p> <p>This field is available only for users with System Manager privileges.</p> <p><b>Note:</b> You cannot invite video terminals to a continuous meeting. The system will return an error if you attempt to schedule a continuous meeting with invited video terminals. Video endpoints can attend continuous meetings, but only if unreserved ports are available.</p>

## Field Reference: Advanced Options

Field	Description
Who can attend	<p>Choose an option from the list to indicate who can attend the meeting:</p> <ul style="list-style-type: none"> <li>• Anyone-The meeting is unrestricted. Both profiled users and guest users can attend.</li> <li>• MeetingPlace Profile Users-All components of the meeting (audio, web, and video) are restricted to profile users who sign in by using their Cisco Unified MeetingPlace user ID and password.</li> <li>• Invited Profile Users-All components of the meeting (audio, web, and video) are restricted to profile users who were invited to attend. All invited users must sign in by using their Cisco Unified MeetingPlace user ID and password.</li> </ul>
Meeting entry mode	<p>Choose what users hear when they try to join the audio portion of your meetings.</p> <ul style="list-style-type: none"> <li>• Echo meeting ID-The system repeats the meeting ID so that users can confirm their choice. When users first enter the meeting ID, their ID is repeated for confirmation. After users confirm the meeting ID, they are asked to record their names and then are placed in the meeting.</li> <li>• Skip echo-The system skips the repeat of the meeting ID. When users first enter the meeting, users are asked to record their names and then are placed in the</li> </ul>

	<p>meeting.</p> <ul style="list-style-type: none"> <li>• Skip echo and name-The system skips the repeat of the meeting ID and recording. When users first enter the meeting ID, they are placed directly in the meeting without recording their names.</li> </ul>
Entry announcement	<p>Choose what users hear when a new participant joins the meeting.</p> <ul style="list-style-type: none"> <li>• Beep Only-A short beep is emitted during the meeting to indicate that someone has entered the meeting.</li> <li>• Beep + Name-After a short beep, the recorded name of the participant is announced.</li> </ul> <p>If you do not hear the name of a participant upon entry, the participant probably did not record a name before entering the meeting. Identify the participant before the meeting begins.</p> <ul style="list-style-type: none"> <li>• None-There is no indication that someone has entered the meeting.</li> </ul>
Exit announcement	<p>Choose what users hear when a participant leaves the meeting.</p> <ul style="list-style-type: none"> <li>• Beep Only-A short beep is emitted during the meeting to indicate that someone has departed the meeting.</li> <li>• Beep+ Name-After a short beep, the recorded name of the participant is announced.</li> </ul> <p>If you do not hear the name of a participant upon departure, the participant probably did not record a name before entering the meeting.</p> <ul style="list-style-type: none"> <li>• None-There is no indication that someone has departed the meeting.</li> </ul>
Allow Internet access	<p>When checked, meetings scheduled by this user are held on the Web Server in the DMZ and are accessible by anyone on the Internet or intranet.</p> <p>When unchecked, meetings scheduled by this user are held on the Web Server in the intranet and are accessible by anyone on the intranet only.</p>
Dial-out on first join	<p>Select to have the system call all invitees after the first person joins the meeting.</p> <p><b>Note:</b> This feature is available only for system administrators who schedule continuous meetings.</p>
Send notifications	<p>Check this option to have the system send notifications for the meeting.</p>
Meeting change notification	<p>Check this option to have the system send notifications if the meeting is updated or rescheduled.</p>
Include invitees in notification	<p>Check this option to include invitee names in notifications.</p>
Reserve recording resources	<p>When checked, you can reserve recording resources for this meeting. Doing so will reserve one out of the 100 recording resources that are available on the system.</p> <p>When unchecked, you can still start recording anytime during the meeting only if resources are available, at which time that one resource will also be used.</p> <p><b>Note:</b> This field is available if the user has permission to reserve recording resources as specified on the Cisco Unified MeetingPlace Application Server: <b>Admin &gt; User</b></p>

	<b>Configuration &gt; User Profiles</b> (Can record meetings).
Auto record	<p>When checked, this option automatically starts recording when the meeting starts. This ability is only allowed when <u>Reserve recording resources</u> is checked.</p> <p>When unchecked, this option manually starts recording the meeting from the meeting room or from the telephone. You can also press <b>#61</b> on your phone to manually start recording during a meeting.</p> <p><b>Note:</b> This field is available if the user has permission to reserve recording resources as specified on the Cisco Unified MeetingPlace Application Server: <b>Admin &gt; User Configuration &gt; User Profiles</b> (Can record meetings).</p>