



APPENDIX **A**

References

- [Password Restrictions, page A-1](#)
- [Options for Recurring Meetings, page A-3](#)
- [In-Meeting DTMF Controls, page A-5](#)

Password Restrictions

Password Type	Restrictions
Password that is used to log in to Cisco Unified Conferencing for TelePresence through the web. This password is associated with your username.	• Can contain up to 17 numbers and letters. • Is case-sensitive. • Cannot be blank. • Must be the minimum length set by your system administrator. By default, the minimum length is five characters.

Related Topics

- [Changing Your Web Password, page 6-2](#)
- [Scheduling a Meeting on the Web, page 2-3](#)

Scheduling Parameters

- [Standard Scheduling Parameters, page A-2](#)
- [Options for Recurring Meetings, page A-3](#)



Note

You can schedule a meeting to start immediately, but you cannot schedule a meeting that starts more than 30 minutes in the past.

Standard Scheduling Parameters

Option	Action
Subject	Enter the subject of your meeting. The subject can be up to 17 characters long.
Date	Enter a date or click the calendar icon to choose a date.
Time	Enter the time your meeting will start. Tip To make this an immediate meeting, enter your current time as your start time.
Duration	Enter the number of hours and minutes for your meeting.
Frequency	Choose how many times you want to have your meeting. If you choose Daily, Weekly, or Monthly, also choose your recurrence pattern. See “Options for Recurring Meetings” section on page A-3 .

Number of audio callers	Enter the number of audio-only participants that you expect to attend your meeting. Tip If multiple users will be attending the meeting from one location, count them as one participant.
Video switching mode	Choose how you want to display active speakers. Choose Site to display active speakers by site (location), always displaying the last active speaker from London, for example, even when a meeting participant from that location is not speaking. Choose Segment to display active speakers by individual table segment, (a single table-camera combination) irrespective of site.

Options for Recurring Meetings

a series of meetings (also called a recurring meeting). The specific recurrence options that you see depend on the frequency that you choose on the meeting scheduling page.

The following recurring options are described:

- [Options for Daily Recurrence, page A-4](#)
- [Options for Weekly Recurrence, page A-4](#)
- [Options for Monthly Recurrence, page A-5](#)

Options for Daily Recurrence

Option Type	Option	Details
Frequency options	Every day(s)	Enter a number between 1 and 99.
	Every weekday	Monday through Friday, including holidays.
Pattern options	End after occurrences	This number must result in the final meeting in the series occurring within 300 days minus one day of the day you schedule the meeting or up to 100 occurrences, whichever occurs first.
	End by [date]	Enter the date beyond which you do not want this meeting series to continue. This date cannot be further in the future than 300 days minus one day or exceed 100 occurrences.

Options for Weekly Recurrence

Option Type	Option	Details
Frequency options	Every week(s) on every [Mon, Tue, Wed, Thu, Fri, Sat, Sun]	Enter a number of weeks between 1 and 99. Check the boxes for the days of the week on which you want the meetings to occur.
Pattern options	End after occurrences	This number must result in the final meeting in the series occurring within 300 days minus one day of the day you schedule the meeting or up to 100 occurrences, whichever occurs first.
	End by [date]	Enter the date beyond which you do not want this meeting series to continue. This date cannot be further in the future than 300 days minus one day or exceed 100 occurrences.

Options for Monthly Recurrence

Option Type	Option	Details
Frequency options	Day of every month	Enter a number between 1 and 31. If a month has fewer days than the number you specify, the meeting for that month is scheduled for the last day of that month.
	Every [First, Second, Third, Fourth, or Last] [Mon, Tue, Wed, Thu, Fri, Sat, Sun] of every month	Choose the week of the month and the day of that week on which to hold your meetings, for example, the third Tuesday of every month. Choose this option in this table if you want to be sure that meetings are always on weekdays.
Pattern options	End after occurrences	This number must result in the final meeting in the series occurring within 300 days minus one day of the day you schedule the meeting or up to 100 occurrences, whichever occurs first.
	End by [date]	Enter the date beyond which you do not want this meeting series to continue. This date cannot be further in the future than 300 days minus one day or exceed 100 occurrences.

In-Meeting DTMF Controls

You can use the Dual Tone Multi-Frequency (DTMF) signals from the remote control or keypad of your endpoint or phone to perform the following actions:

During a meeting, press * followed by this number ...	To ...
*	Listen to available options.
1	Take/release Chair Control.

During a meeting, press * followed by this number ...	To ...
2	Mute/unmute your line.
3	Control your volume.
#	Return to the conference