



CHAPTER 1

Logging In

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About Logging In

This guide provides instructions for logging in via the web to the Cisco Unified Conferencing for TelePresence server to schedule multipoint Cisco TelePresence System meetings.

The meetings that you schedule on the Cisco Unified Conferencing for TelePresence server are hosted on a Cisco Unified Videoconferencing TelePresence Multipoint Control Unit (MCU). The Meeting ID numbers that are generated after you schedule meetings are phone numbers that Cisco TelePresence Systems and meeting participants use to connect directly to the MCU for meetings.

This guide does not provide instructions for using the Cisco TelePresence System. For more information, see the following documentation:

- [Cisco TelePresence Meeting Quick Reference](#)
- [Cisco TelePresence Phone User's Guide](#)

About Your Profile

Your Cisco Unified Conferencing for TelePresence profile contains your contact and access information such as your user ID, password, and privileges. Generally, as a profiled user who has logged in, you can access all features unless your system administrator has set your profile with restrictions. For details, see [Chapter 6, “Changing Your Preferences.”](#)

Logging In on the Web

Before You Begin

Know your Cisco Unified Conferencing for TelePresence username and password.

**Note**

If you do not have a profile, you cannot log in to the system.

Procedure

- Step 1** Open a web browser and enter the URL for your Cisco Unified Conferencing for TelePresence system.
- Step 2** Enter your Cisco Unified Conferencing for TelePresence username and password.
- If you do not see these fields, click **Log In** at the top of the page.
 - These values are case-sensitive.
- Step 3** Check **Remember Me** to sign in automatically each time you use the system.
- Step 4** Click **Log In**.
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Troubleshooting Tips

- If you try to log in multiple times but cannot, you may have reached the maximum number of unsuccessful log-in attempts. Contact your Cisco Unified Conferencing for TelePresence system administrator to unlock your profile.
- If you cannot remember your password, contact your system administrator.

Related Topics

- [How to Resolve Log In Problems, page 7-2](#)
- [Password Restrictions, page A-1](#)

