



# Preface

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## Purpose

This guide describes how to use the Cisco Unified Videoconferencing Manager.

## Audience

This guide is intended for users of the Cisco Unified Videoconferencing Manager.

## Organization

This manual is organized as follows:

Chapter	Description
<a href="#">Chapter 1, “Introduction”</a>	Provides a general introduction to Resource Manager.
<a href="#">Chapter 2, “Getting Started”</a>	Provides general information to help you begin to understand and use Resource Manager.
<a href="#">Chapter 3, “Scheduling Meetings”</a>	Describes how to schedule a meeting by defining the time of the meeting, inviting participants, and defining participant settings.
<a href="#">Chapter 4, “Virtual Room”</a>	Describes how to define and use a virtual room.
<a href="#">Chapter 5, “My Meetings”</a>	Describes how to view your personal meeting schedule.
<a href="#">Chapter 6, “In-Meeting Control”</a>	Describes how to use the In-Meeting Control to monitor and control a meeting.
<a href="#">Chapter 7, “Address Book”</a>	Describes how to create and maintain lists of contacts.
<a href="#">Chapter 8, “My Profile”</a>	Describes how to create and modify your own credentials.
<a href="#">Appendix A, “Resource Manager Microsoft Outlook Add-on”</a>	Describes how to use the Resource Manager Microsoft Outlook Add-on.

# Document Conventions

This document uses the following conventions:

Convention	Description
<b>boldface</b> font	Commands and keywords are in <b>boldface</b> .
<i>italic</i> font	Arguments for which you supply values are in <i>italics</i> .
[ ]	Elements in square brackets are optional.
{ x   y   z }	Alternative keywords are grouped in braces and separated by vertical bars.
[ x   y   z ]	Optional alternative keywords are grouped in brackets and separated by vertical bars.
string	A nonquoted set of characters. Do not use quotation marks around the string or the string will include the quotation marks.
screen font	Terminal sessions and information the system displays are in screen font.
<b>boldface screen</b> font	Information you must enter is in <b>boldface screen</b> font.
<i>italic screen</i> font	Arguments for which you supply values are in <i>italic screen</i> font.
^	The symbol ^ represents the key labeled Control—for example, the key combination ^D in a screen display means hold down the Control key while you press the D key.
< >	Nonprinting characters, such as passwords are in angle brackets.

## Obtaining Documentation, Obtaining Support, and Security Guidelines

For information on obtaining documentation, obtaining support, providing documentation feedback, security guidelines, and also recommended aliases and general Cisco documents, see the monthly *What's New in Cisco Product Documentation*, which also lists all new and revised Cisco technical documentation, at:

<http://www.cisco.com/en/US/docs/general/whatsnew/whatsnew.html>