



CHAPTER 12

Modifying Default Organization Settings for Resource Manager Users and Meetings

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Understanding Settings Priorities

When configuring advanced settings, note the following priority rules:

- Changes to an individual user profile override default settings
- Settings you make for a meeting during scheduling override settings in a virtual room
- Settings in a virtual room override default meeting settings

How to Define Default Settings for Organization Users

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Defining Which Meeting Types are Available to New Users

Procedure

- Step 1** Click **Advanced Settings** in the sidebar menu.
- Step 2** Click **Default User Settings**.
- Step 3** Select a meeting type in the Available Meeting Types list that you want to make available to new users.

- Step 4** Use the right-pointing arrow to move the meeting type to the Selected Meeting Types list.
We recommended that you select all available meeting types.
Non-Video Conference and Point-to-Point meeting types are default meeting types in Resource Manager. They do not exist on the MCU.
- Step 5** If you want all users to have access to the selected meeting types, select **Update Meeting Types for All Users Now**.
All user profiles are updated to reflect the new default values.
- Step 6** Deselect **Update Meeting Types for All Users Now** if you want only new users to have access to the selected meeting types.
When you save the settings, only default settings in the profiles of new users change.
- Step 7** Click **OK** to save your changes.
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Defining a Default Time Zone for A Meeting Type

Procedure

- Step 1** Click **Advanced Settings** in the sidebar menu.
- Step 2** Click **Default User Settings**.
- Step 3** Select a default time zone for the selected meeting types.
- Step 4** Select **Update All Users Now** if you want the default time zone to appear for all users.
- Step 5** Deselect **Update All Users Now** if you want the default time zone to appear for new users only.
- Step 6** Click **OK** to save your changes.
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Defining to Which User Types Your Default Values Apply

Procedure

- Step 1** Click **Advanced Settings** in the sidebar menu.
- Step 2** Click **Default User Settings**.
- Step 3** Select the user types in the User Type list to which you want the settings to apply.
- Step 4** Click **OK** to save your changes.
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Defining User Name Display Formats

Procedure

- Step 1** Click **Advanced Settings** in the sidebar menu.
 - Step 2** Click **Default User Settings**.
 - Step 3** Select an option from the **Name Display Format** list to change the way user names are displayed in meeting-related information and in the meeting video display.
 - Step 4** Select **Last name** or **First name** from the **Sort by** list to change the sort order for participant name columns.
 - Step 5** Click **OK** to save your changes.
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Defining Your Meeting Display Preferences

Procedure

- Step 1** Click **Advanced Settings** in the sidebar menu.
 - Step 2** Click **Default User Settings**.
 - Step 3** If you want meetings that you create to appear in My Meetings, choose **List created meetings in My Meetings**.
 - Step 4** Click **Display all meeting records on My Meetings screens** to display all meetings within the organization in My Meetings.
 - Step 5** In the **Email Format** list, select the format of the meeting e-mail invitation.
Resource Manager can send e-mail in the simple HTML e-mail or Calendar Invite formats.
If the meeting invitation is sent in simple HTML e-mail format, invitees cannot accept or decline the meeting.
 - Step 6** Click **OK** to save your changes.
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How to Define Default Settings for Meetings

On the Default Meeting Settings tab, the Organization Administrator sets which default values are available to users when scheduling meetings or defining virtual rooms.

When a new meeting is scheduled, default settings configured in the Default Meeting Settings tab also appear in the Meeting Scheduling tab.

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Defining a Default Meeting Type

Procedure

- Step 1** Click **Advanced Settings** in the sidebar menu.
 - Step 2** Click **Default Meeting Settings**.
 - Step 3** Select a default meeting type from the Meeting Type list or all new meeting templates and new meetings. We recommend that you select a default meeting type which is available to all users.
 - Step 4** Click **OK** to save your changes.
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Defining the Default Streaming Mode

Procedure

- Step 1** Click **Advanced Settings** in the sidebar menu.
 - Step 2** Click **Default Meeting Settings**.
 - Step 3** Use the **Default Streaming Mode** option to determine whether or not a Desktop conference starts with streaming enabled.
 - Step 4** Click **OK** to save your changes.
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Defining the Default Cascading Mode

Procedure

- Step 1** Click **Advanced Settings** in the sidebar menu.
- Step 2** Click **Default Meeting Settings**.
- Step 3** Set **Allow Cascaded Meeting** to Yes to enable Resource Manager to automatically create cascaded meetings on the MCUs.

Set to No to instruct Resource Manager to create only meetings no larger than the capacity of a single MCU/EMP card. Resource Manager will not cascade two MCU conferences together to increase conference size or save network bandwidth.

When set to No, the **Prioritize** field is disabled.

- Step 4** From the **Prioritize** list, select the priority by which meetings are scheduled and which is used in meeting templates by default. This is an important factor in creating efficient conferences. The options are
- Local MCU
 - Bandwidth
 - Delay (for more information, see the “[Configuring Cascading](#)” section on page 4-1)
- Step 5** Click **OK** to save your changes.
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Defining How to End a Meeting

Procedure

- Step 1** Click **Advanced Settings** in the sidebar menu.
- Step 2** Click **Default Meeting Settings**.
- Step 3** Select **At scheduled time** to terminate the meeting according to the termination time define for the meeting.
- Step 4** Enter a value in the **Alert *n* minutes before termination** field to indicate the length of time before the scheduled termination of the meeting that terminals receive the end-of-meeting warning.
- At the defined length of time before the end of the meeting, an audio alert message is played to the meeting participants. The only way to extend the meeting is to do it manually in the In-meeting Control screen.
- Step 5** Select ***n* minutes after all terminals have left** to terminate the meeting only a defined period of time after the last terminal leaves.
- Resource Manager automatically extends the meeting as long as meeting participants are still connected to the meeting, and there is no resource conflict with upcoming scheduled meetings.
- Step 6** Enter the required value in the ***n* minutes after all terminals have left** field.
- By default, you cannot automatically extended Resource Manager meetings to last more than 4 hours. Administrators can change this default via the Resource Manager Configuration Tool.
- Step 7** Click **OK** to save your changes.
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Defining the Meeting Default Length

Procedure

- Step 1** Click **Advanced Settings** in the sidebar menu.
- Step 2** Click **Default Meeting Settings**.
- Step 3** Enter the default length of a meeting in minutes in the **Duration** field.

- Step 4** Click **OK** to save your changes.
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Defining the Default Dialing Mode

Procedure

- Step 1** Click **Advanced Settings** in the sidebar menu.
- Step 2** Click **Default Meeting Settings**.
- Step 3** Select **Dial-out** or **Dialing-in** from the **Default Dialing Mode** list.
- Step 4** Click **OK** to save your changes.
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Defining a Billing Destination

Procedure

- Step 1** Click **Advanced Settings** in the sidebar menu.
- Step 2** Click **Default Meeting Settings**.
- Step 3** Select **Host**, **All Participants** or **Organizer** in the **Bill To** field.
- If the host and the organizer are the same person, the Organizer option does not appear.
- The cost of the meeting is billed accordingly.
- The selection in the Bill To field determines the default setting in the Virtual Room and Meeting Scheduling screens.
- Step 4** Click **OK** to save your changes.
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Defining Required Default Resources

Procedure

- Step 1** Click **Advanced Settings** in the sidebar menu.
- Step 2** Click **Default Meeting Settings**.
- Step 3** From the **Required** list, select the default resources required for the meeting to be confirmed. A meeting is not allowed if these resources are not available at the time of the meeting.
- You can choose to require that participating users, rooms, or terminals cannot be double booked for a meeting before you can successfully schedule a meeting.
- Step 4** In the **Default Connection Rate** field, select the bandwidth to be used when adding a new terminal in the Resource Management section.

The bandwidth defined in the Default Connection Rate field is also used when you select the Default option for a terminal's bandwidth during meeting scheduling or in-meeting control operations.

If the value defined here is less than the bandwidth defined in the selected MCU service, the terminal is assigned the bandwidth defined in the Default Connection Rate field when the default option is selected.

If the value defined here is greater than the bandwidth defined in the selected MCU service, the terminal is assigned the bandwidth defined in the selected MCU service when the default option is selected.

Step 5 Click **OK** to save your changes.

Modifying the Look and Feel of the Resource Manager Web User Interface

Procedure

- Step 1** Click **Advanced Settings** in the sidebar menu.
- Step 2** Click **Look and Feel**.
- Step 3** Use the **Meeting Scheduling button** list to select either of two different ways to schedule the three types of meetings supported by Resource Manager.
- **One Button**—When the user clicks Meeting Scheduling in the sidebar menu, the Basic tab appears.
 - **Sub Menu**—When the mouse is over Meeting Scheduling in the sidebar menu, a sub-menu appears that contains three scheduling options: Normal, Recurrence, and Ad-Hoc.
- Step 4** Select **Visible** or **Hidden** to determine whether the following fields are displayed or hidden at Meeting Scheduling > Basic:
- Meeting ID
 - PIN
 - Default Streaming Mode
 - Description
- Step 5** Use the **Invite Attendees By** field to indicate whether to invite attendees in groups or per terminal.
- Step 6** Select **Visible** or **Hidden** to determine whether the Reserve Additional Ports field is displayed or hidden at Meeting Scheduling > Invite.
- Step 7** Select **Visible** or **Hidden** to determine whether the Attendees Settings tab, the Attendees Availability tab and the Advanced tab are displayed or hidden on the Meeting Scheduling tab.
- Step 8** Select **Visible** or **Hidden** to determine whether the PSTN/ISDN and Dial-in columns are displayed or hidden at Meeting Scheduling > Attendees Settings.
- Step 9** Determine whether attendee terminal settings are editable or read-only at Meeting Scheduling > Attendees Settings. The Attendee Terminal Settings option determines whether or not a meeting organizer can change the default association between an attending user and his/her default terminal when scheduling a meeting.
- Step 10** Select Visible or Hidden to determine whether the following are displayed or hidden at Meeting Scheduling > Advanced:
- Bill To

- Reference Code
- Customize Reference Code Field Label—Determines the label used for the Reference Code field.
- Enforce Reference Code Entry—Determines whether or not the reference code is mandatory.
- Field Type—Determines the type of content that can be entered in the Reference Code Entry field.
- Field Length—Determines the length of the value entered in the Reference Code field.
- Enforce Full Length—Determines whether or not the full Reference Code field length is used.

Step 11 Select **Visible** or **Hidden** to determine whether the following are displayed or hidden in the In-meeting Control interface:

- Statistics tab
- Extend Meeting option
- Terminal Invitation option
- Advanced Invitation tab
- Terminate Meeting option
- Layout Control—Determines whether the layout control panel is displayed or hidden.
- Hide Meeting Room—Determines whether or not the Meeting Room tab is hidden in the Resource Management section.
- Hide Meeting Notification E-mail for meeting rooms and terminals—Determines whether or not e-mail and time zone fields for meeting rooms and terminals are enabled. If meeting rooms and terminals are enabled, they can directly receive notification e-mails.
- Show My Profile—Determines whether or not the My Profile section is displayed.
- Enable Personal Address Book—Determines whether or not the Address Book section is displayed.
- Play a sound upon scheduling failure—Plays a warning sound in the event of a meeting scheduling failure.
- Use Full Screen Display—Determines whether or not the Resource Manager user-interface is displayed full-screen after login.

Step 12 Click **OK** to save your changes.
