



CHAPTER 6

Managing Your Resource Manager User Profile

- [Viewing Your User Profile Settings, page 6-1](#)
- [Modifying Your Password, page 6-1](#)
- [Modifying Your E-mail Address, page 6-2](#)
- [Modifying Your Time Zone, page 6-2](#)
- [Defining Your Meeting Display Preferences, page 6-2](#)
- [Defining Your Virtual Room Preferences, page 6-3](#)

Viewing Your User Profile Settings

Procedure

- Step 1** Click **My Profile** in the sidebar menu.
 - Step 2** Click **My Info**.
 - Step 3** Click **Advanced** to display further information.
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Modifying Your Password

If your profile settings are stored on an external directory server, you cannot modify your password.

Procedure

- Step 1** Click **My Profile** in the sidebar menu.
 - Step 2** Click **My Info**.
 - Step 3** Click **Modify Password**.
 - Step 4** Complete the information as required and click **OK** to save your changes.
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Modifying Your E-mail Address

If your profile settings are stored on an external directory server, you cannot modify your e-mail address.

Procedure

- Step 1** Click **My Profile** in the sidebar menu.
 - Step 2** Click **My Info**.
 - Step 3** Modify your e-mail address as required.
 - Step 4** Click **OK** to save your changes.
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Modifying Your Time Zone

Procedure

- Step 1** Click **My Profile** in the sidebar menu.
 - Step 2** Click **My Info**.
 - Step 3** Click **Advanced**.
 - Step 4** Select the required time zone.
 - Step 5** Click **OK** to save your changes.
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Defining Your Meeting Display Preferences

Procedure

- Step 1** Click **My Profile** in the sidebar menu.
- Step 2** Click **My Preferences**.
- Step 3** Select **Don't include me in the meeting** if you do not want to be automatically included in the Selected Participants list on the Invite tab when you schedule a new meeting.
- Step 4** Enter a value in **Delete meeting history items older than n days** to delete meetings from My Meetings > History after the specified number of days.
- Step 5** Select **Use Full Screen Display** to display meetings without a menu or title bar in your browser. Deselect to display meetings using default browser settings.
- Step 6** Select an option from the **Name Display Format** list to change the way your name is displayed in meeting-related information and in the meeting video display.
- Step 7** Select **Last name** or **First name** from the **Sort by** list to change the sort order for participant name columns in the User interface.

- Step 8** Select an option from the **Date Display Format** list to change the way dates are displayed in the User interface.
- Step 9** Click **OK** to save your changes.
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Defining Your Virtual Room Preferences

Procedure

- Step 1** Click **My Profile** in the sidebar menu.
- Step 2** Click **My Info**.
- Step 3** Click **Virtual Room Setting**.
- Meeting Operators can define multiple virtual rooms.
- Meeting Organizers can define only one virtual room and can configure only basic information such as meeting type and conference PIN.
- Step 4** Enter a virtual room number and name in the relevant fields.
- The virtual room and should be unique in the system.
- The virtual room number is generated automatically and is not editable if the administrator has downloaded user profile information from the LDAP server.
- Step 5** Select a meeting type.
- A meeting type is required to schedule a meeting.
- A default meeting type is set by your system administrator.
- Non Video Conference meeting type—If you choose this meeting type, only users and meeting rooms are scheduled for a meeting. No terminals are involved.
 - Point to Point meeting type—If you choose this meeting type, only two terminals are scheduled for a meeting and there is no use of MCU ports for the meeting.
 - Continuous Presence or Voice Activated meeting types—These meeting types are available only if a Sony endpoint with an embedded MCU is defined in the system. To host the meeting on the embedded MCU, you must be one of the meeting attendees and select a Sony endpoint with an embedded MCU.
- Step 6** (Optional) Define the meeting access PIN in the **Conference PIN** field.
- Only integers are allowed. This PIN allows you to join a PIN-protected meeting.
- Step 7** (Optional) Define the PIN that allows a user to perform moderation operations on a meeting in the **Moderator PIN** field.
- Only integers are allowed. This PIN allows you to take control of a meeting from the In-meeting Control interface or from the endpoint using DTMF. Administrators and Meeting Operators can access the In-meeting Control screen without using the Moderator PIN.
- Step 8** If the Moderator PIN is provided by the meeting scheduler, the meeting scheduler can optionally turn on the waiting room functionality by checking **Place participants in a 'waiting room' until the moderator joins the meeting**.

Before the host joins the meeting, all connected participants are put into waiting room mode where they cannot hear or see one another. When the host terminal joins the meeting, the waiting room mode is removed and all participants can see and hear each other.

You can unlock the waiting room mode by taking control of the In-meeting Control screen after entering the moderator PIN and clicking **Unlock waiting room**. For more information, see [Chapter 4, “Moderating Meetings in Resource Manager”](#).

- Step 9** For meetings enabled for Cisco Unified Videoconferencing Desktop attendance, you can specify whether the meeting will allow streaming by selecting the default streaming mode.

The default streaming mode determines the initial streaming state. Streaming can be disabled or enabled during the meeting by any Cisco Unified Videoconferencing Desktop Client that has meeting moderation rights.

By default, the Default Streaming Mode field is disabled and hidden from the user interface. If you need this field enabled, contact your system administrator.

- Step 10** (Optional) Enter a description of the scheduled meeting for future reference.

The Description field is hidden by default. If you need this field displayed, contact your system administrator.
