



CHAPTER 16

Modifying Default Organization Settings for Resource Manager Users and Meetings

- [Settings Priorities, page 16-1](#)
- [How to Define Default Settings for Organization Users, page 16-1](#)
- [How to Define Default Settings for Meetings, page 16-4](#)
- [Modifying the Look and Feel of the Resource Manager Web User Interface, page 16-9](#)

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

- [Defining Which Meeting Types are Available to New Users, page 16-2](#)
- [Defining a Default Time Zone for a User, page 16-2](#)
- [Defining Display Formats, page 16-2](#)
- [Defining Date Display Formats, page 16-3](#)
- [Defining Your Meeting Display Preferences, page 16-3](#)
- [Defining Bandwidth for Desktop Calls, page 16-3](#)
- [Defining Desktop Policies, page 16-3](#)
- [Defining Default Recording Permissions, page 16-4](#)

Defining Which Meeting Types are Available to New Users

Procedure

- Step 1** Select **Advanced Settings** in the sidebar menu.
 - Step 2** Select **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** Select **OK** to save your changes.
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Defining a Default Time Zone for a User

Procedure

- Step 1** Select **Advanced Settings** in the sidebar menu.
 - Step 2** Select **Default User Settings**.
 - Step 3** Select a default time zone for the selected meeting types.
 - Step 4** Select **OK** to save your changes.
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Defining Display Formats

Procedure

- Step 1** Select **Advanced Settings** in the sidebar menu.
 - Step 2** Select **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** Select **OK** to save your changes.
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Defining Date Display Formats

Procedure

- Step 1** Select **Advanced Settings** in the sidebar menu.
 - Step 2** Select **Default User Settings**.
 - Step 3** Select an option from the Date Display Format list to change the way dates are displayed in meeting-related information and in the meeting video display.
 - Step 4** Select **OK** to save your changes.
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Defining Your Meeting Display Preferences

Procedure

- Step 1** Select **Advanced Settings** in the sidebar menu.
 - Step 2** Select **Default User Settings**.
 - Step 3** Select **Display all meeting records on My Meetings screens** to display all meetings within the organization in My Meetings.
 - Step 4** Select **OK** to save your changes.
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Defining Bandwidth for Desktop Calls

Procedure

- Step 1** Select **Advanced Settings** in the sidebar menu.
 - Step 2** Select **Default User Settings**.
 - Step 3** Select a value from the Maximum Allowed Bandwidth for CUVC Desktop Calls field.
 - Step 4** Select **OK** to save your changes.
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Defining Desktop Policies

Procedure

- Step 1** Select **Advanced Settings** in the sidebar menu.
- Step 2** Select **Default User Settings**.

- Step 3** Select **Enable Desktop users authentication** to instruct the Cisco Unified Videoconferencing Desktop Server to authenticate and authorize users.
- Step 4** Select the options you require for defining which users can access meetings and webcasts, invite participants to meetings, and record meetings and access the recordings.
- Step 5** Select **OK** to save your changes.
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Defining Default Recording Permissions

Procedure

- Step 1** Select **Advanced Settings** in the sidebar menu.
- Step 2** Select **Default User Settings**.
- Step 3** Select any or all of the user roles in the Default Recording Permissions section.
- Step 4** Select **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.

- [Defining a Default Meeting Type, page 16-5](#)
- [Defining the Default Cascading Mode, page 16-5](#)
- [Defining the Maximum Number of Ports for an Ad Hoc Meeting, page 16-5](#)
- [Defining How to End a Meeting, page 16-6](#)
- [Defining the Meeting Default Length, page 16-6](#)
- [Defining the Default Dialing Mode, page 16-7](#)
- [Defining a Billing Destination, page 16-7](#)
- [Defining Required Default Resources, page 16-7](#)
- [Defining the Auto Attendant Dial-in Number, page 16-8](#)
- [Enabling Automatic Routing, page 16-8](#)
- [Customizing Invitation Email, page 16-9](#)

Defining a Default Meeting Type

Procedure

- Step 1** Select **Advanced Settings** in the sidebar menu.
- Step 2** Select **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** Select **OK** to save your changes.
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Defining the Default Cascading Mode

Procedure

- Step 1** Select **Advanced Settings** in the sidebar menu.
- Step 2** Select **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 Media Blade. 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** Select the priority from the Prioritize list 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
- Step 5** Select **OK** to save your changes.
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Defining the Maximum Number of Ports for an Ad Hoc Meeting

Procedure

- Step 1** Select **Advanced Settings** in the sidebar menu.
- Step 2** Select **Default Meeting Settings**.
- Step 3** Select a value from the Maximum number of ports option.

- Step 4** Select **OK** to save your changes.
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Defining How to End a Meeting

Procedure

- Step 1** Select **Advanced Settings** in the sidebar menu.
- Step 2** Select **Default Meeting Settings**.
- Step 3** Locate the Default settings for scheduled meetings section.
- Step 4** Select **At scheduled time** in the Termination policy field to terminate the meeting according to the termination time define for the meeting.
- Step 5** Enter a value in the **Alert n minutes before the meeting ends** 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 6** Select **n minutes after all participants have left the meeting** 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 7** Enter the required value in the **n minutes after all participants have left the meeting** field.
- By default, you cannot automatically extended Resource Manager meetings to last more than 4 hours. Administrators can change this default using the Resource Manager Configuration Tool.
- Step 8** Select **OK** to save your changes.
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Defining the Meeting Default Length

Procedure

- Step 1** Select **Advanced Settings** in the sidebar menu.
- Step 2** Select **Default Meeting Settings**.
- Step 3** Enter the default length of a meeting in minutes in the Duration field.
- Step 4** Select **OK** to save your changes.
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Defining the Default Dialing Mode

Procedure

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

Procedure

- Step 1** Select **Advanced Settings** in the sidebar menu.
 - Step 2** Select **Default Meeting Settings**.
 - Step 3** Select **Meeting host**, **Meeting organizer** or **All participants** in the Bill To field.
If the host and the organizer are the same person, the Meeting 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** Select **OK** to save your changes.
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Defining Required Default Resources

Procedure

- Step 1** Select **Advanced Settings** in the sidebar menu.
 - Step 2** Select **Default Meeting Settings**.
Select the default resources from the Required list 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 3** Select **OK** to save your changes.
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Defining the Auto Attendant Dial-in Number

The Auto Attendant feature enables you to define the MCU service for entry into the IVR audio and video message utility.

This option is available only if you have selected the Use in Auto Attendant sessions option for one of the meeting types listed under Admin > Meeting Types > Active Meeting Types.

Procedure

- Step 1** Select **Advanced Settings** in the sidebar menu.
 - Step 2** Select **Default Meeting Settings**.
 - Step 3** Locate the Advanced Routing section.
 - Step 4** Select **Please specify the auto attendant number** and enter the dial-in number for the Auto Attendant feature.

Verify that this number does not begin with any MCU or Gateway service or internal gatekeeper zone prefix, or is the same as the number of an IP terminal
 - Step 5** (Optional) Select **Prompt for a meeting PIN while creating new meetings** if you want users to enter a PIN when creating or entering a conference using this service.
 - Step 6** (Optional) Select **Display all meeting records on the Auto Attendant menu** to enable users to see all meeting records when creating or entering a conference using this service.
 - Step 7** Select **OK** to save your changes.
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Enabling Automatic Routing

Procedure

- Step 1** Select **Advanced Settings** in the sidebar menu.
 - Step 2** Select **Default Meeting Settings**.
 - Step 3** Locate the Routing section.
 - Step 4** Select **Automatically route incoming calls according to schedule. Please specify the auto route number.** and enter an e.164 number containing up to 10 characters.

When an endpoint dials to the specified e.164 number, Cisco Unified Videoconferencing Manager reviews all ongoing meeting and meetings due to start in 5 minutes, and routes the call to the destination meeting according to the source number of the call and the meeting schedule.
 - Step 5** Select **OK** to save your changes.
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Customizing Invitation Email

You can customize the content of the invitation email that participants receive when a meeting is scheduled, modified or cancelled.

Procedure

- Step 1** Select **Advanced Settings** in the sidebar menu.
- Step 2** Select **Default Meeting Settings**.
- Step 3** (Optional) Select **Customize the 'meeting invitation' introduction message** and then enter your text to override the introduction message in the initial meeting invitation email.
- Step 4** (Optional) Select **Customize the 'meeting update' introduction message** and enter your text to override the introduction message in the meeting update e-mail.
- Step 5** (Optional) Select **Customize the 'meeting cancellation' introduction message** and enter your text to override the introduction message in the meeting cancellation email.
- Step 6** (Optional) Select **Override IP Terminal Access Information** and enter your text to override default access information for IP terminals.
- Step 7** (Optional) Select **Override ISDN/PSTN/Mobile Terminal Access Information** and enter your text to override default access information for ISDN/PSTN/Mobile terminals.
- Default access information for ISDN/PSTN/Mobile terminals consists of access information for all gateways configured in Resource Manager.
- Step 8** (Optional) Select **Hide the Attendees list** to hide the attendees section in the invitation email.
- Step 9** (Optional) Select **Hide in-meeting control access information** to hide the instructions for accessing the meeting using the in-meeting control interface from the invitation email.
- Step 10** (Optional) Select **Hide dial-in information for attendees** to hide only the dial-in access information for each attendee when Hide the Attendees list is deselected.
- Step 11** Select **OK** to save your changes.
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Modifying the Look and Feel of the Resource Manager Web User Interface

Procedure

- Step 1** Select **Advanced Settings** in the sidebar menu.
- Step 2** Select **Look and Feel**.
- Step 3** Select **Visible** or **Hidden** to determine whether the following fields are displayed or hidden at Meeting Scheduling > Basic:
- PIN
 - Waiting Room
 - Record Meeting

- Streaming
 - Description
 - 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 4** Select **Visible to Meeting Organizer** or **Hidden from Meeting Organizer** 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 5** Use the Invite Attendees By field to indicate whether to invite attendees in groups or per terminal at Meeting Scheduling > Invite.
- Step 6** Select **Visible** or **Hidden** to determine whether the Reserved Ports field is displayed or hidden at Meeting Scheduling > Invite.
- Step 7** Select **Visible** or **Hidden** to determine whether the PSTN/ISDN and Dial-in columns are displayed or hidden at Meeting Scheduling > Attendees Settings.
- Step 8** 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 9** 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.
- Step 10** Select the following options as required:
- 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 email and time zone fields for meeting rooms and terminals are enabled. If meeting rooms and terminals are enabled, they can directly receive notification emails.
 - 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—If chosen, there is 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 sign in.

Step 11 Select **OK** to save your changes.
