



CHAPTER 6

Managing Your Resource Manager User Profile

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Viewing Your User Profile Settings

Procedure

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

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

Procedure

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

Procedure

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

Procedure

- Step 1** Select **My Profile** in the sidebar menu.
- Step 2** Select **My Preferences**.
- Step 3** Select a default virtual room from the drop-down list.

The default virtual room is automatically selected when you schedule a meeting from the Cisco Unified Videoconferencing Manager Web interface.

For LDAP users, the virtual rooms created during LDAP synchronization are automatically set as the default virtual room.
- Step 4** 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 5** 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 6** 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 7** 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 8** 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 9** Select an option from the Date Display Format list to change the way dates are displayed in the user interface.
- Step 10** Select **OK** to save your changes.
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Defining Your Virtual Room Preferences

Procedure

- Step 1** Select **My Profile** in the sidebar menu.
- Step 2** Select **My Info**.
- Step 3** Select **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 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.
- Non Video Conference—Only users and meeting rooms are scheduled for a meeting. No terminals are involved.
 - Point to Point meeting type—Only two terminals are scheduled for a meeting and there is no use of MCU ports for the meeting.
 - Audio Only—Only an audio bridge is scheduled for the meeting. There is no meeting room or video scheduled.
 - HD/SD Continuous Presence—Supports high definition continuous presence. Supports image size of up to 720p. Default when adding a new service.
 - HD Switched Video—Supports switched high definition video at rates of up to 4096 Kbps.
- Step 6** (Optional) Define the meeting access PIN in the Meeting 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 you entered a moderator PIN, you can turn on the waiting room functionality by selecting **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 selecting **Unlock waiting room**.

- Step 9** (Optional) If you entered a moderator PIN, you can automatically record a meeting when it starts by selecting Record meeting when starts (available only when a Cisco Unified Videoconferencing Desktop Server is configured in Cisco Unified Videoconferencing Manager).

- Step 10** For meetings enabled for 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 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 11** (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.
