



CHAPTER 16

Managing User Profile States for Cisco Unified Conferencing for TelePresence

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Topics in this section include:

- [About Profile States, page 16-1](#)
- [Changing a User Profile State, page 16-2](#)
- [Viewing Locked User Profiles, page 16-2](#)
- [Unlocking a User Profile, page 16-2](#)

About Profile States

User profiles can be in one of the three states described in [Table 16-1](#).

Table 16-1 **User Profile States**

State	Description
Active	Users can log in to Cisco Unified Conferencing for TelePresence and schedule meetings.
Inactive	Users cannot log in to Cisco Unified Conferencing for TelePresence. When an employee leaves your company, you can make the user profile inactive to preserve any meetings scheduled by that employee. If you delete the user profile, all past meetings scheduled by that user are purged from the system.
Locked	Users cannot log in to Cisco Unified Conferencing for TelePresence. Profiles are locked for the following reasons: • Cisco Unified Conferencing for TelePresence automatically locked the user profile after a number of unsuccessful log in attempts. See the “Configuring Password Security for User Profiles” section on page 4-1. • A system administrator manually locked the user profile. See the “Changing a User Profile State” section on page 16-2.

Changing a User Profile State

Procedure

- Step 1** Log in to the Administration Center.
- Step 2** Click **User Configuration > User Profile Management**.
- Step 3** Click **Edit** in row of the user profile.
- Step 4** Choose one of the following states from the User Active menu:
- No (Inactive)
 - Yes (Active)
 - Locked
 - Group Default
- Step 5** Click **Save**.
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Related Topics

- [About Profile States, page 16-1](#)
- [Viewing Locked User Profiles, page 16-2](#)
- [Unlocking a User Profile, page 16-2](#)

Viewing Locked User Profiles

Procedure

- Step 1** Log in to the Administration Center.
- Step 2** Click **User Configuration > Locked Profiles**.
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Related Topics

- [About Profile States, page 16-1](#)
- [Changing a User Profile State, page 16-2](#)
- [Unlocking a User Profile, page 16-2](#)

Unlocking a User Profile

Procedure

- Step 1** Log in to the Administration Center.
- Step 2** Click **User Configuration > Locked Profiles**.

- Step 3** Find the user profile.
- Step 4** Check the check box next to the user profile.
- Step 5** Click **Set Selected to Active** or **Set Selected to Inactive**.
- Step 6** Click **OK**.
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Related Topics

- [About Profile States, page 16-1](#)
- [Changing a User Profile State, page 16-2](#)

