C H A P T E R **15**

Configuring User Profiles for Cisco Unified Conferencing for TelePresence

Revised: June 22, 2007, OL-11749-01

Topics in this section include:

About User Profiles

User profiles are created in the following ways:

- You can manually create user profiles on the Cisco Unified Conferencing for TelePresence server.
- The system automatically creates user profiles when new users attempt to log in to Cisco Unified Conferencing for TelePresence and are successfully authenticated by Cisco Unified Communications Manager. These users are always authenticated by Cisco Unified Communications Manager upon login. Therefore, if the connection fails, the user will not be able to log in to Cisco Unified Conferencing for TelePresence. Additionally, some user profile fields cannot be modified through Cisco Unified Conferencing for TelePresence by the user or by the system administrator.

Tip   Create user groups before user profiles are created so that the profiles inherit group configurations.

A user profile identifies a specific user and defines the preferences configured for that user in Cisco Unified Conferencing for TelePresence. Two user profiles are preconfigured on the system and cannot be deleted: admin and guest.

The admin profile is used to log in to the Administration Center. You cannot delete or lock the admin profile.

The guest profile serves as a template for new user profiles that are added to the Cisco Unified Conferencing for TelePresence database. For example, if you configure the Maximum meeting length (minutes) field to 90 in the guest profile, then all new user profiles will have this field initially set to 90.

The guest profile differs from other user profiles in the following ways:

- You cannot delete the guest profile, but you can lock it.
- Fields that are dimmed in the guest profile cannot be modified.

We recommend the following guest profile configuration:

- Do not configure the following fields in the guest profile because the settings are inherited by new user profiles: User password and E-mail address.
- To simplify the configuration and maintenance of new user profiles, configure as many guest profile fields as are appropriate to Group Default.

Adding a User Profile

Use this procedure to add additional end-user or system administrator accounts.

Procedure

Step 1   Log in to the Administration Center.

Step 2   Click **User Configuration > User Profile Management**.

Step 3   Click **Add New**.

Step 4   Enter field values as described in Table 15-1.

Table 15-1   *Fields on the Add User Profile Details Page*

Field	Description	Value
Identification		
First name	May contain spaces and the following characters:-. Recommendation for guest profile: Keep the default value.	0 to 32 alphanumeric characters
Last name	May contain spaces and the following characters:-. Recommendation for guest profile: Keep the default value.	0 to 32 alphanumeric characters
User ID	Username to log in to Cisco Unified Conferencing for TelePresence.	1 to 32 alphanumeric characters
User password	Password to log in to Cisco Unified Conferencing for TelePresence.	5 to 17 alphanumeric characters
Profile number	Number that identifies this user profile.	1 to 17 numeric characters (0 - 9)
User Active	Whether this profile is active, inactive, or locked. A user with an inactive user profile cannot log in to Cisco Unified Conferencing for TelePresence. Restriction: You cannot lock admin profile.	No/Yes/Locked/Group Default Default: Group Default
Type of user	Type of user, which determines user privileges. Restriction: You cannot modify this field in the guest or admin profiles.	System Mgr or End User Default: End User

Table 15-1   Fields on the Add User Profile Details Page (continued)

Field	Description	Value
Group Name	Name of user group to which this user profile belongs. The drop-down menu displays the System user group and all defined user groups.	System or Defined Groups Default: System
E-mail address	E-mail address used in e-mail notifications. Recommendation for guest profile: Leave this field blank because this field is inherited in all new user profiles.	0 to 128 alphanumeric characters
Region	Geographical region in which this user typically conducts business. The setting in this field determines which options become available in the Time zone field.	Choose from the options in the drop-down menu. Default: Other
Time zone	User's time zone. Set the time zone for the geographical location in which the user typically conducts business. The drop-down menu options depend on which Region is selected. Recommendations: Do not use the Local time of Cisco Unified Conferencing for TelePresence server setting because the server time may be changed by the system administrator. Such a change may cause time discrepancies between meetings that are scheduled before and after each server time change.	Group Default or choose from the options in the drop-down menu. Default: Group Default
Restrictions		
Maximum meeting length (minutes)	Maximum length of a meeting that the user can schedule. Restriction: This number cannot exceed the value entered in the Maximum meeting length (minutes) field.	Range: 2 to 1440 Default: Group Default (240)

Step 5   Click **Save**.

Related Topics

- About User Profiles, page 15-1
- Adding a User Group, page 14-1
- Searching for a User Profile, page 15-3
- Deleting a User Profile, page 15-5

Searching for a User Profile

Procedure

Step 1   Log in to the Administration Center.

Step 2   Click **User Configuration > User Profile Management**.

Step 3   Choose **User ID** or **Name** In the Select Search Rule area.

Tip   Search is not case sensitive and does partial matching.

Step 4   Enter the user ID or first or last name.

Step 5   Click **Search**.

Step 6   Click **edit** next to the user ID to view the user profile details.

Related Topics

- About User Profiles, page 15-1
- Editing a User Profile, page 15-4
- Deleting a User Profile, page 15-5

Editing a User Profile

Before You Begin

Read the "About User Profiles" section on page 15-1.

Procedure

Step 1   Log in to the Administration Center.

Step 2   Click **User Configuration > User Profile Management**.

Step 3   Click User ID In the Select Search Rule area.

Tip   Enter **guest** to edit the guest profile, which serves as a template for new user profiles.

Step 4   Enter the user ID or first or last name.

Step 5   Click **Edit** in the username row.

Step 6   Enter field values as described in Table 15-1.

Note   You cannot edit the User ID, User password, Profile number and Profile password fields if the user profile is authenticated against the Cisco Unified Communications Manager database.

Step 7   Click **Save**.

Related Topics

- About User Profiles, page 15-1
- Adding a User Group, page 14-1
- Deleting a User Profile, page 15-5

Deleting a User Profile

If an end user is authenticated by Cisco Unified Communications Manager and deleted from that database or if you want to prevent unauthorized system access, you must manually delete the user profile from the Cisco Unified Conferencing for TelePresence database.

Deleting a user profile does not cancel or delete meetings scheduled by that user from Video Administration or the Cisco Unified Conferencing for TelePresence database, and meetings continue to display in Video Administration, though not on the Cisco Unified Conferencing for TelePresence meetings pages.

Tip   You can also change the user profile to inactive to prevent unauthorized system access.

Restrictions

- You cannot delete the admin or guest user profiles.
- You can only delete meetings scheduled through the web before you delete the user profile.

Before You Begin

Manually delete meetings scheduled by this user, as needed.

Procedure

Step 1   Log in to the Administration Center.

Step 2   Click **User Configuration > User Profile Management**.

Step 3   Find the user profile.

Step 4   Check the check box in the user profile row.

Step 5   Click **Delete Selected**.

Caution   Deleting user profiles an irreversible action.

Step 6   Click **OK** to confirm.

Related Topics

- About User Profiles, page 15-1
- Searching for a User Profile, page 15-3
- Editing a User Profile, page 15-4
- Changing a User Profile State, page 16-2