



CHAPTER 6

Changing Your Preferences

The Cisco Unified Conferencing for TelePresence system stores your personal and meeting settings in your user profile. These profile settings are initially set by your system administrator, but you can change some of them later.

This section describes how to change the settings that you have permission to change.

- [Changing Your Personal Profile Settings, page 6-1](#)
- [Changing Your Web Password, page 6-2](#)
- [Changing Your Time Zone, page 6-3](#)

Changing Your Personal Profile Settings

Before You Begin

- You must be on the company network.
- Log in to Cisco Unified Conferencing for TelePresence as a profiled user.

Procedure

Step 1 Click **Profile**.



Note The Profile link appears on every page.

Step 2 Make changes keeping the following in mind:

- For First Name and Last Name, the maximum length for these fields is 32 characters.
- English (US) displays your clock in the 12-hour format.



Note You cannot change information in fields that are greyed out.

Step 3 Click **Update profile**.

Changing Your Web Password

This topic describes how to change your web password from the web interface.

Before You Begin

Make sure that you are logged in to the system as a profiled user.

Procedure

Step 1 Click **Profile**.

Step 2 Click **Change Password** for the password you want to change.



Note If there is no Change Password button, you cannot change this password.

Step 3 Enter your current password.

Step 4 Enter your new password.

Step 5 Enter your new password again to verify that you entered it correctly.

Step 6 Click **Save**.

Related Topics

- [Password Restrictions, page A-1](#)

Changing Your Time Zone

You can change the time zone that the system uses to configure your scheduling and notification activities.

Before You Begin

Make sure that you are logged in to the system as a profiled user.

Procedure

Step 1 Click **Profile**.

Step 2 Locate the Region field.

Step 3 Choose a region.

- The region that you choose determines the time zones that you will see.
- If you plan to choose the “Localtime” time zone, choose **Other** for Region.

**Tip**

The “Localtime” option is most useful if your company or organization has locations in only one time zone. If you want to choose this option, you must first choose Other from the Region field.

Step 4 Choose a time zone.

Step 5 Click **Update Profile**.
