



CHAPTER 8

Managing Cisco Unified Videoconferencing 5100 MCU User Profiles

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Cisco Unified Videoconferencing 5100 MCU User Types

Users must have authorization to access the MCU.

Users are either Administrators or Operators. [Table 8-1](#) describes each access level.

Table 8-1 *MCU Access Levels*

Access Level	Privileges
Administrator	<ul style="list-style-type: none"> • Full access to the MCU Administrator interface. • Full Operator-level access to the Conference Control interface. • Telnet access to the MCU. • You can assign Administrator authorization to up to ten users.
Operator	<ul style="list-style-type: none"> • Access to the Conference Control interface using the Create Conference window. • Access to view details of all conferences hosted on the MCU and to cascaded conferences hosted on participating MCU. • Ability to create a new conference from the Conference Control access window, the Create Conference window, or the Conference Control interface. • Moderator-level access to all conferences while moderator controls are simultaneously held by other users. • Ability to invite other participants to a conference. • You can assign Operator authorization to up to 50 users.

Viewing User Profiles

Procedure

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- Step 1** Select **Users**.
- Step 2** Select the arrow in the Review column for the user profile you want to view.
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Adding a User Profile

Procedure

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- Step 1** Select **Users**.
- Step 2** Select **Add new user**.
- Step 3** Select an authority level for the new user—Administrator or Operator.
- Step 4** Enter a password and confirm it.

Step 5 Select **Apply**.

Modifying a User Profile

Procedure

Step 1 Select **Users**.

Step 2 Select the arrow in the Review column for the user profile you want to modify.

Step 3 Modify the required settings.

Step 4 Select **Apply**.

Enabling a User Profile

You must enable a user profile before that user can access the MCU web user interface.

Procedure

Step 1 Select **Users**.

Step 2 Select the Active box for the user profile you want to enable.

Step 3 Select **Apply**.

Removing a User Profile

Restrictions

You cannot delete a user named admin.

Procedure

Step 1 Select **Users**.

Step 2 Select the arrow in the Review column for the user profile you want to remove.

Step 3 Select **Delete**.

Step 4 Select **Yes** in the message that appears.

The user profile is removed from the authorized users list.
