



## CHAPTER 7

# Configuring a Meeting Room Profile in Resource Manager

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A meeting room is the physical location of one or more terminals. Meeting rooms are also used for non-videoconference meetings in which no terminals are involved.

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## Enabling Meeting Room Support

By default, the Meeting Rooms tab is hidden in Resource Manager. Enable support for meeting rooms as follows:

### Procedure

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- Step 1** Click **Advanced Settings** in the sidebar menu.
  - Step 2** Click **Look and Feel**.
  - Step 3** Deselect **Hide Meeting Rooms**.
  - Step 4** Click **OK** to save your changes.
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## Creating or Modifying a Meeting Room Profile

### Procedure

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- Step 1** Click **Resource Management** in the sidebar menu.
- Step 2** Click **Meeting Rooms**.

- Step 3** Click the link in the Name column for the meeting room you require, or click **Add** to create a new meeting room profile.
  - Step 4** Enter the name and location of the meeting room in the relevant fields.
  - Step 5** Click **OK** to save your changes.
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## Sending Meeting Details by E-mail

You can define an e-mail address to enable a terminal that participates in a meeting to receive notification e-mail messages.

By default, this option is hidden.

### Procedure

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- Step 1** Click **Advanced Settings** in the sidebar menu.
  - Step 2** Click **Look and Feel**.
  - Step 3** Deselect **Hide Meeting Notification E-mail for meeting rooms and terminals**.
  - Step 4** Click **OK** to save your changes.
  - Step 5** Click **Resource Management** in the sidebar menu.
  - Step 6** Click **Meeting Rooms**.
  - Step 7** Click the link in the Name column for the meeting room you require.
  - Step 8** Select **Meeting e-mail notification address** and enter the e-mail address for the meeting room.
  - Step 9** Select a time zone for the meeting room.  
The default value is set at Advanced Settings > Default User Settings > Default Time Zone.
  - Step 10** Click **OK** to save your changes.
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## Removing a Meeting Room Profile

### Procedure

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- Step 1** Click **Resource Management** in the sidebar menu.
  - Step 2** Click **Meeting Rooms**.
  - Step 3** Click the meeting room entry you wish to delete in the Name column.
  - Step 4** Click **Delete** and then **OK**.  
The meeting room profile is deleted from the scheduler and information about the meeting room is removed from the database.
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# Searching for a Meeting Room Profile

## Procedure

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- Step 1** Click **Resource Management** in the sidebar menu.
  - Step 2** Click **Meeting Rooms**.
  - Step 3** Enter the partial or complete name of the meeting room in the Name field.
  - Step 4** Click **Search**.  
Search results are listed.
  - Step 5** To return to the complete list of meeting rooms, clear the Name field, and then click **Search**.
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■ Searching for a Meeting Room Profile