

Configuring a Meeting Room Profile in Resource Manager

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

- [Enabling Meeting Room Support, page 8-1](#)
- [Creating or Modifying a Meeting Room Profile, page 8-1](#)
- [Sending Meeting Details by Email, page 8-2](#)
- [Removing a Meeting Room Profile, page 8-2](#)
- [Searching for a Meeting Room Profile, page 8-3](#)

Enabling Meeting Room Support

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

Procedure

- Step 1** Select **Advanced Settings** in the sidebar menu.
 - Step 2** Select **Look and Feel**.
 - Step 3** Deselect **Hide Meeting Rooms**.
 - Step 4** Select **OK** to save your changes.
-

Creating or Modifying a Meeting Room Profile

Procedure

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

- Step 3** Select the link in the Name column for the meeting room you require, or select **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** Select **OK** to save your changes.
-

Sending Meeting Details by Email

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

By default, this option is hidden.

Procedure

- Step 1** Select **Advanced Settings** in the sidebar menu.
 - Step 2** Select **Look and Feel**.
 - Step 3** Deselect **Hide Meeting Notification E-mail for meeting rooms and terminals**.
 - Step 4** Select **OK** to save your changes.
 - Step 5** Select **Resource Management** in the sidebar menu.
 - Step 6** Select **Meeting Rooms**.
 - Step 7** Select the link in the Name column for the meeting room you require.
 - Step 8** Select **Meeting e-mail notification address** and enter the email 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** Select **OK** to save your changes.
-

Removing a Meeting Room Profile

Procedure

- Step 1** Select **Resource Management** in the sidebar menu.
 - Step 2** Select **Meeting Rooms**.
 - Step 3** Select the meeting room entry you want to delete in the Name column.
 - Step 4** Select **Delete** and then **OK**.
The meeting room profile is deleted from the scheduler and information about the meeting room is removed from the database.
-

Searching for a Meeting Room Profile

Procedure

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

■ Searching for a Meeting Room Profile