



Configuring User Profiles and User Groups for Cisco Unified MeetingPlace

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How to Configure User Groups

User groups contain information that can be inherited by user profiles. In each user profile, the [Group name](#) field identifies the user group to which the user profile belongs. Many of the fields in the user profile can be set to the group default, which means that the field value in the assigned user group becomes the field value used in the user profile. When you configure a field in a user group, that field is automatically updated in each user profile within the group, provided that the field is set to group default in the user profile.

To override a user group field configuration within an individual user profile, set the field in the user profile to a value other than group default. Further updates to the field in the user group will not affect the field in the user profile.

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System User Group

Cisco Unified MeetingPlace comes preconfigured with a user group called *System*. Except for the name, all fields in the System user group can be modified. You cannot, however, delete the System user group.

The values configured in the System user group are used as the default values in new groups that are added manually or by import.

The System user group is assigned to user profiles as follows:

- By default, the System user group is assigned to the preconfigured user profiles.
- If no configured filters apply, then the System user group is assigned to Directory Service user profiles as they are imported from Cisco Unified Communications Manager into Cisco Unified MeetingPlace.
- If a user group is deleted, then any user profiles that were assigned to that user group are automatically assigned to the System user group.

Related Topics

- [About Preconfigured User Profiles, page 5](#)
- [Configuring Cisco Unified MeetingPlace Directory Service module](#)

Recommendations for User Groups

- Add at least one user group, so that you can easily manage and configure system administrator profiles separately from end-user profiles. For example, a simple setup can use the following two user groups:
 - Administrator—Assign to the preconfigured admin profile and to the user profiles of any other system administrators. Enable all privileges for users in this group.
 - System (preconfigured)—Assign to end-user profiles and to the preconfigured guest profile, which is used as a template for new user profiles. Some guest profile fields are also applied to guest users.
- If you use the find me dial-out feature with non-direct-dial pagers, then you need at least one user group for each pager system phone number that is shared by your users.
- Before importing any user profiles, make sure that you create or import the user groups to which the imported user profiles belong.
- Use as many group default settings as you can in your user profiles:
 - The more group default settings you have in each user profile, the more easily you can maintain user profiles for similar users.
 - The more group default settings you have in the preconfigured guest profile, the more easily you can create user profiles for similar users, because the guest profile is used as a template for new user profiles.

Related Topics

- [System User Group, page 1](#)

Adding or Editing a User Group Manually

Before You Begin

- To instead add or edit a batch of multiple user groups, see the [“Adding or Editing User Groups by Import” section on page 5](#).
- Read the [“Recommendations for User Groups” section on page 2](#).

Procedure

- Step 1** Log in to the Administration Center.
- Step 2** Select **User Configuration > User Groups**.
- Step 3** Select **Edit** or **Add New**, depending on whether you want to configure an existing or a new user group or user profile.
- Step 4** Configure the fields.
- Step 5** Select **Save**.
- Step 6** Verify that your new user group appears in the [User Groups Page](#).
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Related Topics

- [Field Reference: Add User Group Page and Edit User Group Page](#) in the [Administration Center Page References for Cisco Unified MeetingPlace](#) module
- [System User Group, page 1](#)
- [Replication Service](#) in the [Configuring the Cisco Unified MeetingPlace Web Server for Optimal Data Storage](#) module

What To Do Next

Proceed to “[Updating All Groups](#)” in the [Configuring the Cisco Unified MeetingPlace Web Server for Optimal Data Storage](#) module if you want the new or modified user group settings to take effect immediately. Otherwise, any changes or additions you make will take effect after the next Replication Service update, which occurs nightly.

Searching for a Specific User Group

Procedure

- Step 1** Log in to the Administration Center.
- Step 2** Select **User Configuration > User Groups**.
- Step 3** Enter the name of the user group that you are looking for.
- The entire name is not required.
 - The search tool is not case sensitive.
- Step 4** Select **Search**.
- Step 5** If the list of name matches is too long for you to quickly find a particular user group, perform one of the following actions:
- Enter the entire name of the user group that you are looking for and select **Search**.
 - At the bottom right corner, use the page navigation tools, such as the arrows and Go buttons, to browse the long list of user groups.
- Step 6** To view the profile configuration for a particular user group, select **Edit** in the same row as the user group.
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Related Topics

- [Field Reference: Add User Group Page and Edit User Group Page](#) in the [Administration Center Page References for Cisco Unified MeetingPlace](#) module

Deleting a User Group

Before You Begin

- To instead delete a batch of multiple user groups, see the “[Deleting User Groups by Import](#)” section on [page 6](#).
- If user profiles belong to a user group that gets deleted, those user profiles are automatically assigned to the system group.
- Deleting user groups is an irreversible operation. Before you delete user groups, consider creating a backup copy so that you can later retrieve the deleted user groups if necessary. Use one of the following options:
 - [Backing Up, Archiving, and Restoring Data on the Cisco Unified MeetingPlace Application Server](#) module
 - [Exporting User Groups](#) in the [Running Reports and Exporting Data from Cisco Unified MeetingPlace](#) module

Restriction

You cannot delete the system user group.

Procedure

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- Step 1** Log in to the Administration Center.
- Step 2** Select **User Configuration > User Groups**.
- Step 3** Search for the user group that you want to delete.
- Step 4** Check the check box in the same row as the user group that you want to delete. You may select multiple user groups.
- Make sure that you uncheck any check boxes for user groups that you want to keep in the Cisco Unified MeetingPlace database.
- Step 5** Select **Delete Selected**.
- Step 6** When the confirmation pop-up window appears, select **OK**.
- Step 7** Verify that the deleted user group does not appear in the [User Groups Page](#).
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Related Topics

- [Searching for a Specific User Group](#), page 3

How to Configure User Profiles

The Cisco Unified MeetingPlace database should have a user profile for every person who sets up meetings and attends meetings regularly. Unprofiled users, called guest users, may attend meetings that are not restricted to profiled users only. System administrators are responsible for maintaining the directory of users and their associated privileges.

- [Benefits of Being a Profiled User, page 5](#)
- [About Preconfigured User Profiles, page 5](#)
- [Methods for Adding User Profiles, page 7](#)
- [Adding User Profiles Manually, page 8](#)
- [Searching for a Specific User Profile, page 9](#)
- [Editing a User Profile, page 10](#)
- [Deleting a User Profile, page 10](#)

Restrictions

Your system is limited to 250,000 user profiles. If you exceed this number an alarm is generated.

Benefits of Being a Profiled User

Although unprofiled users may attend unrestricted meetings as guests, only profiled users may perform the following actions:

- Start or own reservationless meetings
- Schedule and manage meetings
- Update and maintain some of their own user profile settings
- Attend meetings and access recordings that are restricted to profiled users
- Be contacted by phone or pager at the time of their meetings

Related Topics

- [Guest Profile Fields That Apply to Guest Users, page 6](#)

About Preconfigured User Profiles

Cisco Unified MeetingPlace comes preconfigured with these user profiles:

- [Admin Profile, page 5](#)
- [Recorder Profile, page 6](#)
- [Guest Profile, page 6](#)

Admin Profile

Use the preconfigured *admin* profile to log in to the Administration Center for the first time.

After this initial login, the system administrator typically creates a separate user profile for each individual who will act as system administrator. You may, however, choose to continue to use the admin profile to log in to the end-user web interface and the Administration Center.

Related Topics

- [Logging In to the Cisco Unified MeetingPlace Administration Center](#) module

Recorder Profile

The preconfigured *recorder* profile is applicable only when Cisco Unified MeetingPlace is integrated with Cisco WebEx. Cisco WebEx Network-Based Recording (NBR) uses the recorder profile to access and record the audio portion of Cisco WebEx meetings.

Related Topics

- [Configuring the Cisco WebEx Audio Recorder](#) in the [Integrating Cisco Unified MeetingPlace with Cisco WebEx](#) module

Guest Profile

The system uses the preconfigured *guest* profile primarily as a template for new user profiles, but some field values are applied to guest users.

- [Guest Profile Fields That Apply to Guest Users](#), page 6
- [Guest Profile Fields That Apply to New User Profiles](#), page 7

Guest Profile Fields That Apply to Guest Users

Guest users are unprofiled users or users who access Cisco Unified MeetingPlace without logging in. Only the following fields in the preconfigured guest profile apply to guest users:

- **First name**—Used in meeting participant lists, reports, and video labels of live conferences.
If you want to change the video label of the guest profile, make sure to put all of the text that you want displayed into the **First name** field. Video labels are displayed in the lower left corner of the video window.
- **Last name**—Used in meeting participant lists and reports.
The last name of the guest profile is not displayed in the video label of a live conference. If you want to change the video label of the guest profile, make sure to put all of the text that you want displayed into the **First name** field.
- **Type of user**—End user (cannot be modified).
- **E-mail type and format**—Used in e-mail notifications sent to invitees that are *not* invited from the Cisco Unified MeetingPlace directory.
- **Language**—Affects the following:
 - End-user web interface used to schedule, find, and attend meetings.
 - Voice prompts for the following dial-out features when initiated by guest users: [Find Me](#) and [Dial Out From Within a Meeting](#).
 - E-mail notifications sent to invitees that are not selected from the Cisco Unified MeetingPlace directory.
- **Can dial out (does not apply to Cisco WebEx meetings)**—Whether guests have dial-out privileges.

- [Can record meetings](#)—Whether guests can start and stop recording from the telephone user interface (TUI) only. Guests cannot start and stop meeting recordings from web meeting room, because only meeting moderators may do so.



Note In the guest profile, the [Can record meetings](#) field applies to guest users only when the [Guests can lock and record meetings](#) field on the [Usage Configuration Page](#) is also set to Yes.

Guest Profile Fields That Apply to New User Profiles

The preconfigured guest profile serves as a template for new user profiles. 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.

All guest profile fields are applied to new user profiles, *except* those in the following list:

- [First name](#)
- [Last name](#)
- [User ID](#)
- [User password](#)
- [Profile number](#)
- [Profile password](#)

Remember that if you change the [Group name](#) in a user profile, then all fields that are set to “group default” will inherit values from the new user group.

Related Topics

- [How to Configure User Groups, page 1](#)

Methods for Adding User Profiles



Timesaver

Create or import user groups before you create or import user profiles. User profiles inherit user group configurations, so you can avoid configuring most fields for each user.

There are three ways to populate the Cisco Unified MeetingPlace database with user profiles. The method used to add each user profile to Cisco Unified MeetingPlace determines the authentication method used for user login attempts. See [Table 1](#).

Table 1 *Methods for Adding User Profiles and Authenticating Users*

Method of Adding User Profiles	Authentication Method
Through Directory Service import (recommended)	External AXL authentication See “ External AXL Authentication for Directory Service Users ” in the Configuring Cisco Unified MeetingPlace Directory Service module.
By import	Depends on <code>isLocalUser</code> user profile import field: <ul style="list-style-type: none"> • Yes—Locally on Cisco Unified MeetingPlace • No—External AXL authentication
Manually	Locally on Cisco Unified MeetingPlace

Related Topics

- [Configuring Cisco Unified MeetingPlace Directory Service](#) module
- [Adding or Editing User Profiles by Import](#), page 7
- [Adding User Profiles Manually](#), page 8

Adding User Profiles Manually

Manually creating user profiles through the Administration Center is useful for:

- Adding one or a few new users to the database when you cannot use [Directory Service](#) to add them.
- Adding temporary user profiles for visitors.

Before You Begin

- To instead add a large number of user profiles, then see one of the following:
 - [Configuring Cisco Unified MeetingPlace Directory Service](#) module
 - [Adding or Editing User Profiles by Import](#) in the [Importing Data into Cisco Unified MeetingPlace](#) module
- Create user groups before you create individual user profiles.

Many user profile attributes are inherited from the assigned user group. This mechanism allows you to avoid configuring most fields for individual users. See the “[How to Configure User Groups](#)” section on page 1.

- The guest profile serves as a template for new user profiles. To speed up the process of creating user profiles, configure as many fields as are applicable in the guest profile to group default.

Procedure

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- Step 1** Log in to the Administration Center.
 - Step 2** Select **User Configuration > User Profiles**.
 - Step 3** Select **Add New**.
 - Step 4** Enter or change the values in the fields.



Tip If you select the group default option in any field, the value that is inherited from the assigned user group appears in parentheses in that field.

Step 5 Select **Save**.

Step 6 Verify that your new user profile appears on the [User Profiles Page](#).

What To Do Next

Proceed to “[Updating All User Profiles](#)” in the [Configuring the Cisco Unified MeetingPlace Web Server for Optimal Data Storage](#) module if you want the new user profiles to be available immediately for meeting invitations. Otherwise, any changes or additions you make will take effect after the next Replication Service update, which occurs nightly.

Related Topics

- [Field Reference: Add User Profile Page and Edit User Profile Page](#) in the [Administration Center Page References for Cisco Unified MeetingPlace](#) module
- [Methods for Adding User Profiles](#), page 7
- [Guest Profile Fields That Apply to New User Profiles](#), page 7
- [Replication Service](#) in the [Configuring the Cisco Unified MeetingPlace Web Server for Optimal Data Storage](#) module

Searching for a Specific User Profile

Procedure

Step 1 Log in to the Administration Center.

Step 2 Select **User Configuration > User Profiles**.

Step 3 Choose whether to search by user ID or name (either first or last name).

Step 4 Enter the user ID, first name, or last name of the user profile that you are looking for.

- The entire name is not required.
- The search tool is not case sensitive.

Step 5 Select **Search**.

- If the search results are too large, enter the entire user ID, entire first name, or entire last name of the user profile that you are looking for, and select **Search**.
- At the bottom right corner, use the page navigation tools, such as the arrows and Go buttons, to browse the long list of user profiles.

Step 6 To view a specific user profile, select **Edit** in the same row as the user profile.

Related Topics

- [Navigation Reference: User Profiles Page](#) in the [Administration Center Page References for Cisco Unified MeetingPlace](#) module

Editing a User Profile

Before You Begin

- If you are editing a [Directory Service](#) user profile, then make sure that you modify the correct [Source](#) of the user profile field configuration. See “[Directory Service User Profile Configuration](#)” in the [Configuring Cisco Unified MeetingPlace Directory Service](#) module.
- To edit a batch of multiple user profiles instead of a single user profile, see “[Adding or Editing User Profiles by Import](#)” in the [Importing Data into Cisco Unified MeetingPlace](#) module.

Procedure

- Step 1** Log in to the Administration Center.
 - Step 2** Select **User Configuration > User Profiles**.
 - Step 3** Find the user profile that you want to modify.
 - Step 4** Select **Edit** in the same row as that user profile.
 - Step 5** Enter or change the values in the fields.
 - Step 6** Select **Save**.
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Related Topics

- [Searching for a Specific User Profile](#), page 9
- [Field Reference: Add User Profile Page and Edit User Profile Page](#) in the [Administration Center Page References for Cisco Unified MeetingPlace](#) module
- [Replication Service](#) in the [Configuring the Cisco Unified MeetingPlace Web Server for Optimal Data Storage](#) module

What To Do Next

Proceed to “[Updating All User Profiles](#)” in the [Configuring the Cisco Unified MeetingPlace Web Server for Optimal Data Storage](#) module if you want the modified user profile settings to take effect immediately. Otherwise, any changes or additions you make will take effect after the next Replication Service update, which occurs nightly.

Deleting a User Profile

Before You Begin

- To instead delete a batch of multiple user profiles, see “[Deleting User Profiles by Import](#)” in the [Importing Data into Cisco Unified MeetingPlace](#) module.
- Deleting user profiles is an irreversible operation. Before you delete user profiles, consider creating a backup copy so that you can later retrieve the deleted user profiles if necessary. Use one of the following options:
 - [Backing Up, Archiving, and Restoring Data on the Cisco Unified MeetingPlace Application Server](#) module
 - [Exporting User Profiles](#) in the [Running Reports and Exporting Data from Cisco Unified MeetingPlace](#) module

**Note**

Passwords are not exported. Therefore, to import any previously deleted user profiles, you will need to provide a [User password](#) ([EncryptedUserPWD](#) or [upwd](#)) and [Profile password](#) ([EncryptedProfilePWD](#) or [prfpwd](#)) for each user.

Restrictions

- (Cisco WebEx integration only) Deleting user profiles on Cisco Unified MeetingPlace does *not* disable access to Cisco WebEx. You must deactivate those users through the Cisco WebEx Site Administration.
- You cannot delete the preconfigured admin, guest, or recorder user profiles.

Procedure

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- Step 1** Log in to the Administration Center.
- Step 2** Select **User Configuration > User Profiles**.
- Step 3** Find the user profile that you want to delete.
- Step 4** Check the check box in the same row as the user profile that you want to delete. You may select multiple user profiles.
- Make sure that you uncheck any check boxes for user profiles that you want to keep in the Cisco Unified MeetingPlace database.
- Step 5** Select **Delete Selected**.
- Step 6** When the confirmation pop-up window appears, select **OK**.
- Step 7** Verify that the deleted user profile does not appear in the [User Profiles Page](#).
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Related Topics

- [Navigation Reference: User Profiles Page](#) in the [Administration Center Page References for Cisco Unified MeetingPlace](#) module
- [Deactivating Cisco WebEx User Profiles](#) in the [Integrating Cisco Unified MeetingPlace with Cisco WebEx](#) module

